



## RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization New Jersey 6<sup>th</sup> Legislative District Assembly Office

Internship Coordinator Robert Kile Coordinator's Phone / Email Rkile@njleg.org

Location of Main Office 1101 Laurel Oak Rd, Suite 150 Voorhees, NJ 08043 # of Summer 2025 Interns Accepted Determined by Need

Where will the internship be done?

☒ In the main office ☐ Remotely (student works from home) ☐ Combo At-home & In-Office

Dates / Length of Summer 2025 Internship Late May to Late August Required Hours/Week 12

Is there some type of salary or stipend? No If so, how much? \_\_\_\_\_

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Applications must be submitted by the end of March for all summer internships. All that is required to apply is a resume.

Other documents sent in an application will also be considered.

Intern work areas: Clerical ☒ Research ☒ Errands ☐ Organizing ☐

Please explain the work that will be required of the intern: Varies from day to day, but work will include policy research,

database entry, constituent matters, communications, and other tasks. Interns will complete a capstone policy project.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ☐ Legislative sessions? ☒ Committee hearings? ☒

Is the intern expected to work evenings and weekends? If so, please explain. No intern is required to work evenings

or weekends. There may occasionally be opportunities for interns to go to outreach events on evenings (national night

out, etc.) but these will not be required, just encouraged.

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Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

Please make sure to research our office and know what takes place on a state and local level. Any intern who is knowledgeable

or interested in state and local matters will be very helpful in this role and will get more out of it in return.

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