

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization: **New Jersey State Chamber of Commerce**

Internship Coordinator: **Amirah Hussain** Coordinator's Phone / Email: **amirah.hussain@njchamber.com**

Location of Main Office: **216 W State St. Trenton, NJ** # of Summer 2025 Interns Accepted: **2**

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: **Begins Summer 2025 and extends through Spring 2026** Required

Hours/Week **14 hrs/week**

Is there some type of salary or stipend? **Yes** If so, how much? **NJ minimum wage**

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

Application Deadline: April 25, 2025. Applications will be reviewed and decisions will be made on a rolling basis.

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

Please explain the work that will be required of the intern: **Detailed note taking, researching policy issues, attending legislative sessions and committee hearings, working with the events team to prepare for upcoming events, etc.**

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**

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

If interested, please email a resume and cover letter to amirah.hussain@njchamber.com