



RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization The Office of Congressman Donald Norcross

Internship Coordinator Dalin Hackley Coordinator's Phone / Email 856-427-7000 / Dalin.hackley@mail.house.gov

Location of Main Office 10 Melrose Ave, Cherry Hill, NJ 08003 # of Summer 2025 Interns Accepted Varied

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 5/12 - 8/29 Required Hours/Week 16 hrs / week

Is there some type of salary or stipend? ☒ Yes ☐ No If so, how much? Interns working under 4 days will receive \$750 in total, those who work 4 days or more will receive \$1500 in total

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

We require a resume, cover letter and 2-3 professional references (can also be academic references)

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

Please explain the work that will be required of the intern: Interns will be responsible for speaking with constituents

helping staff members with special tasks and projects, as well as participate in the organizing and execution of events.

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. Our office does participate in events
that take place over some weekends and evenings. Some will require intern attendance, but ample notice will be provided

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

We are in search of interns with an interest in serving others in their community and gaining an understanding
of the levels of government and how they impact constituents lives on a day to day basis. We do not bar any particular
majors of study from interning in Congressman Donald Norcross's district office.