



# Rowan University

**dddRowan Institute for Public Policy & Citizenship**

College of Humanities & Social Sciences

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## RIPPAC Internship Guide – Summer 2025

**Please complete and EMAIL to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Company / Association / Organization: Office of Senator Andrew Zwicker (16<sup>th</sup> Legislative District)

Internship Coordinator: Dhruv Kapadia Coordinator's Phone / Email : 609-558-0945 / dkapadia@njleg.org

Location of Main Office: 2 Clerico Lane, Hillsborough, NJ 08844 # of Summer 2025 Interns Accepted 10 TOTAL

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 College (June 2 – August 11)    Required Hours/Week 12-15 hrs

Is there some type of salary or stipend? There is no salary or stipend for this position

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

Applicants interested in this position should send an email to Senator Zwicker's Legislative Director Dhruv Kapadia at dkapadia@njleg.org. The application must include a cover letter, resume, and a writing sample. All applications must be submitted by the deadline of March 21, 2025, at 11:59 PM.

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

**Please explain the work that will be required of the intern:** Interns will be involved in various aspects of legislative work, including attending meetings and briefings, researching legislative initiatives, drafting constituent correspondence, creating social media graphics, tracking media coverage, and assisting with general office tasks. Interns will gain experience in administrative, scheduling, and legislative functions, contributing to the daily operations of a legislative office.

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, all work will be completed during the work week.

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

N/A