

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Office of Assemblyman Al Barlas

Internship Coordinator Michael Knauss Coordinator's Phone / Email mknauss@njleg.org

Location of Main Office Fairfield, Essex County # of Summer 2025 Interns Accepted 4

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 Flexible Required Hours/Week Flexible

Is there some type of salary or stipend? NO If so, how much? \$0

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

Submit resume and writing sample to [mknauss@njleg.org](mailto:mknauss@njleg.org) with subject line "Rowan Intern"

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: Legislative research, budget research, note taking, memos, opportunities to participate directly in lawmaking and budget processes

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. Never

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

Use of AI software to generate writing sample will result in immediate disqualification.