

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Assemblyman Robert Auth (39th District Legislative Office)

Internship Coordinator Anthony Nino Catalano IV Coordinator's Phone / Email:(973)-248-2270/acatalano90210@gmail.com

Location of Main Office: 84 Herbert Ave Closter, NJ 07624 #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: June 1st- August 21st Required Hours/Week: 6 hours per Wednesday.

Is there some type of salary or stipend? There is no salary for this internship, however we will meet every Wednesday, and in the office, we will always provide lunch for each intern, free of charge. During events hosted by the Assemblyman, interns are also welcome to all amenities at these events. This internship is also a great opportunity to meet people in the field of expertise of which the intern is interested in.

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

Intern hopefuls must reach out to the Internship Coordinator with their most updated resume and a cover letter entailing the reason they wish to intern at the office. After the information is received there will be an in-person interview at the office.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns will be required to participate in mailings for the Assemblyman. This will include accessing files for mail mergers and group work on the final mailing itself. They will also be required to participate in the monthly newsletter and its various columns. There will be a final project which will be determined after the session starts. Many activities will require teamwork and amicable approaches to possible constituents. There will be around 2-3 events during the summer of 2025. These events are not required; however, it is a good opportunity for interns to network with constituents on the Assemblyman's behalf.

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. Interns will not be expected to work in the evenings or weekends. If there is an event held by the Assemblyman, it is encouraged, but optional to attend.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary):* Please do research on the Assemblyman and bills he sponsored before attending the internship. Within this concept, research as much as you

can on the New Jersey Legislative process. Most of this will be taught in the internship, however it would be beneficial to understand the New Jersey government processes' before starting. This is a professional work environment so please bring a laptop or I-pad to take notes and perform your clerical duties. As well as this, please try to dress as formal as you can, it will be specified in the interview what days will be casual vs. which days are not. Before applying for the internship, please update your resume and cover letter for the interview. It will be important to remember that if accepted into the intern's class, you represent the Assemblyman and the 39th district he represents. Please take this into account whenever you are or are not in the office.