

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization _____ Assemblywoman Carol Murphy's Office _____

Internship Coordinator Sabrina Marchesani Coordinator's Phone / Email SMarchesani@njleg.org _____

Location of Main Office 750 Centerton Rd, Mount Laurel # of Summer 2025 Interns Accepted OPEN _____

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 May - August Required Hours/Week Flexible _____

Is there some type of salary or stipend? NO If so, how much? N/A _____

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

Please submit a resume, a written cover letter, and your availability in a professional email.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Compiling crucial information for the Assemblywoman and staff, research opportunities, and staffing outreach events to name a few.

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. Not mandatory, but helps for our outreach events to be available.

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