

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Office of Assemblywoman Tennille R. McCoy

Internship Coordinator Jameel J. Muhammad

Coordinator's Phone / Email 6099921053 JameelJadonM@gmail.com

Location of Main Office 3691A Nottingham Way, Hamilton, NJ 08690 # of Summer 2025 Interns Accepted 1

Where will the internship be done?

Yes In the main office NO Remotely (student works from home) NO Combo At-home & In-Office

Dates / Length of Summer 2025 Internship Depends (June 1st till – End of August) Required Hours/Week 24-40

Is there some type of salary or stipend? Not at this time, that's why we just passed A3541 in the Assembly If so, how much?

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

:The application process requires a Resume, Cover Letter, Transcript, and reference letter is preferred.

Intern work areas: Clerical Yes Research Yes Errands Yes Organizing yes

Please explain the work that will be required of the intern: Interns will serve in one of three focuses. As a Legislative intern, Communications Intern, or a Data Intern (Scheduling, Constituent analytics, all research unrelated to Legislation)

Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes Legislative sessions? Yes Committee hearings? Yes

Is the intern expected to work evenings and weekends? If so, please explain. We may have weekend events they don't occur often, but they happen. It will be expected of interns to be there, if it is their turn.

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

Applicants should highlight their interest in working for our office specifically, their organizational skills, experience (personal/professional) with public service, their ability to work under pressure, and if they're a team player. The Assemblywoman has high standards. As the Intern Coordinator, I additionally value a balance of technical and creative approaches to problem solving. **Transportation is a must**, as sometimes this intern may need to advance the Assemblywoman at an event. Stubborn personalities will not mix well. Please have candidates email **AswMcCoy@njleg.org** to Apply if they fit the criteria. Feel free to call me with questions.