

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Office of Senator Gopal, Assemblywoman Donlon and Assemblywoman Peterpaul

Internship Coordinator Olivia Knoop Coordinator's Phone / Email oliviaknoop14@gmail.com, 732-704-3808

Location of Main Office 766 Shrewsbury Ave, Suite 202, West Building, Tinton Falls NJ 07724 # of Summer 2025 Interns Accepted No limit

Where will the internship be done?

X In the main office ___ Remotely (student works from home) ___ Combo At-home & In-Office

Dates / Length of Summer 2025 Internship Rolling program, no official start date Required Hours/Week 180 hours total, minimum of eight hours a week

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)*

Interns send over a resume to and once we receive the resume, we reach out to set up a phone interview. Once the interview is completed, interns receive required forms and establish a start date.

Intern work areas: Clerical X Research X Errands ___ Organizing X

Please explain the work that will be required of the intern:

- Researching and analyzing legislative and constituent issues
- Conducting community outreach
- Tracking constituent issues in a highly detail-oriented manner
- Working with constituents to solve both common and complex problems

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? _____ Committee hearings? _____

Is the intern expected to work evenings and weekends? If so, please explain. Occasionally, our office hosts events after work hours where interns can volunteer to help. There are also parades throughout the summer on weekends that interns can walk in for additional hours.

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