

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization SENATOR POLISTINA, ASSEMBLYMAN GUARDIAN & ASSEMBLYWOMAN SWIFT

Internship Coordinator JOE BERG Coordinator's Phone / Email (609) 677-8266

Location of Main Office 3100 HINGSTON AVENUE, SUITE 101
EGG HARBOR TOWNSHIP, NJ 08234 # of Summer 2025 Interns Accepted 20

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 5/19/25 - 8/29/25 Required Hours/Week 20

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)

SUBMIT A RESUME TO jberg@njleg.org AND INCLUDE A BRIEF COVER LETTER DEMONSTRATING YOUR INTEREST (DUE BY 5/1/25); IF SELECTED, SIT FOR AN INTERVIEW WITH MEMBERS OF THE STAFF; PRIORITY GIVEN TO IN-DISTRICT STUDENTS; PROCESS COMPLETION TIMELINE: APPROX. 2 WEEKS

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: RESEARCH INTO MATTERS OF LEGISLATIVE INTEREST TO THE MEMBERS, CONSTITUENT SERVICES ASSISTANCE, OTHER ASSIGNED TASKS

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. NO

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

DEMONSTRATE A GENUINE INTEREST IN PUBLIC SERVICE AS WELL AS THE LEGISLATIVE PRIORITIES OF THE MEMBERS; SPANISH, BENGALI, VIETNAMESE, HINDI, URDU, GUJARATI, CHINESE LANGUAGE PROFICIENCY PREFERRED