

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Fourth Legislative District

Internship Coordinator John Saban Coordinator's Phone / Email 856-232-6700

Location of Main Office \_1379 Chews Landing Road, Laurel Springs, NJ # of Summer 2025 Interns Accepted 1-2

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 End of May-End of Summer Required Hours/Week \_minimum 10

Is there some type of salary or stipend? \_All internships are unpaid\_ If so, how much?

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

Please submit applications to [JSaban@njleg.org](mailto:JSaban@njleg.org) and after reviewing resumes our office will set up time to meet virtually with applicants to see who is the best fit.

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: \_Interns would be asked to assist with could include but not be limited to: policy research, help with social media content, constituent casework and \_

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. \_Typically, nights and weekends are not expected, but there may arise a time that we ask interns to help staff a government booth at a community event on a weekend, it would be optional, of course.

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

\_Opportunities to attend a voting session or committee days in Trenton could happen, however with the legislature on break during most of the summer months, these opportunities could be limited.