RowanUniversity

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RIPPAC Internship Guide – Summer 2025
Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization: **NJ 8th Legislative District Office**

Internship Coordinator: **Marilyn Olsen**   Coordinator's Phone / Email: **MOlsen@njleg.org 856-817-2143**

Location of Main Office: **Elmwood Business Park- 767 Rt 70 East Suite B101 Evesham, NJ 08053** # of Summer 2025 Interns Accepted **1**

Where will the internship be done?

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

Dates / Length of Summer 2025 Internship: **June- when school starts**   Required Hours/Week: **15 hrs max with high flexibility**

Is there some type of salary or stipend? **N/A** If so, how much? _____

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

Please have resumes in before the interview & require zoom or in person appointment

          Intern work areas: Clerical ____   **Research** _x_ Errands ____   **Organizing** _x_

Please explain the work that will be required of the intern: **Research on bills, write letters of support, learn how to write happy letters, be involved in District Day of Service, help with mailers & more.**

Will there be opportunities for the intern to observe: **Summer session begins – will be able to sit in on meetings & go to events**

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

Is the intern expected to work evenings and weekends? If so, please explain**. If there are events on the weekend they are able to attend but not required**

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)* **Showcase your experience or any relevant experience, research/look us up (any articles we have done)- do your homework. Demonstrate enthusiasm, practice interviewing skills and have fun!**