

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization New Jersey Business & Industry Association

Internship Coordinator Elissa Frank Coordinator's Phone / Email 609-858-9506 / efrank@njbia.org

Location of Main Office 10 W. Lafayette St. Trenton, NJ # of Summer 2025 Interns Accepted 3

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 May/June 2025 Required Hours/Week 20 Hours minimum

Is there some type of salary or stipend? undergraduate students receive \$16.00/hour, and graduate students receive \$19.00/hour

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

Interns will report to the Vice President of Government Affairs. Please apply for the summer internship program on our website: <https://njbia.org/internship-application/> by Friday, April 25. A cover letter, resume, writing sample, and two recommendation letters are required. Students should indicate the research methods and/or economics courses taken in their cover letter. Incomplete applications will not be considered.

Intern work areas: Clerical Research Errands Organizing

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

Responsibilities include, but are not limited to:

- Assisting in policy and economic research;
- Assisting in quantitative and qualitative research;
- Assisting in the development of educational materials on high-priority legislative issues;
- Attending state legislative committee meetings;
- Monitoring state and federal legislation and regulatory issues;
- Drafting correspondence and policy positions;
- Maintaining databases;
- Attending and assisting at events.

Qualifications:

- An undergraduate junior/senior or a graduate student majoring in Political Science, Government Affairs, Public Policy, Business, Economics or related disciplines;
- Proven success in research methods and/or economics course(s);
- A strong interest in research;
- Proficiency in state/federal database navigation;
- Proficiency in Excel;
- Excellent verbal and written communication skills;
- Ability to work well independently and in a team atmosphere;
- Must have the ability to complete work in a timely manner;
- Must be well-organized and highly reliable.

Will there be opportunities for the intern to observe:

Internal strategy sessions? y_____ Legislative sessions? y____ Committee hearings? y____

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)*
