

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Congressman Josh Gottheimer's District Office

Internship Coordinator **Kassandra Llanos Orellana**

Coordinator's Phone / Email

[Kassandra.llanos@mail.house.gov](mailto:Kassandra.llanos@mail.house.gov) / 201-389-1100

Location of Main Office 21-00 NJ-208, Fair Lawn, NJ 07410 # of Summer 2025 Interns Accepted Varies

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 19 – August 31, can be discussed at interview

Required Hours/Week 20hrs/week

Is there some type of salary or stipend? Available for NJ05 College/Post-Grad constituents

If so, how much? Varies

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

An applicant will apply on our website, [Gottheimer.house.gov](http://Gottheimer.house.gov) where they will find an internship application tab on our home page. The application deadline is March 14, 2025 and an interview will be scheduled some time after the deadline has passed. If there is any further information needed, the applicant will be contacted by our intern coordinator via email.

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: In the District office, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance.

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. Depending on availability, an intern may be asked to attend outreach with a staff member.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*: Apply on our website, [Gottheimer.house.gov](http://Gottheimer.house.gov) and email our intern coordinator for any further questions.