

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization ____Office of U.S. Senator Cory A. Booker _____

Internship Coordinator _Melissa Maselli_ Coordinator's Phone / Email (856) 338- 8922/
Internship@booker.senate.gov____

Location of Main Office __Camden_____ # of Summer 2025 Interns Accepted __10_____

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 ____Session One runs from May 13, 2025 to June 20, 2025 and
Session Two runs from June 24, 2025 to August 1, 2025_____ Required Hours/Week __30____

Is there some type of salary or stipend? _Stipend or credit__ If so, how much? _____

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

__The Summer 2025 application is now live on the Senator's website:

<https://www.booker.senate.gov/services/internships> Our deadline is Friday, April 11, 2025 at 11:59 PM. You will be asked to create a profile. To be considered, you will need to fill out the Questionnaire and upload a Resume, Cover Letter, Transcript, and Writing Sample. Please also note that we are unable to offer an internship to all applicants. Preference will be given to New Jersey residents.

Intern work areas: Clerical Research Errands ____ Organizing

Please explain the work that will be required of the intern: ____Interns in our Camden office assist our state team with a broad range of constituent-focused tasks. In addition to general office duties, such as answering phones and processing incoming mail and email, interns will also accompany staff to local community events, draft memos for various events, track constituent opinions on certain issues, and conduct research.

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)*

