



# Rowan University

**Rowan Institute for Public Policy & Citizenship**

College of Humanities & Social Sciences

Bunce Hall 256

201 Mullica Hill Road

Glassboro, NJ 08028

856-256-5832

856-256-5668 (fax)

dworkin@rowan.edu

## RIPPAC Internship Guide – Fall 2025

**Please complete and EMAIL to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Company / Association / Organization NJ Dept. of Environmental Protection Office of Legislative Affairs

Internship Coordinator N/A Coordinator's Phone / Email N/A

Location of Main Office 401 E. State St., Trenton, NJ # of Fall 2025 Interns Accepted 2

Where will the internship be done?

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

Dates / Length of Fall 2025 Internship September 22 – December 15 Required Hours/Week Up to 21-35 hours/week

Is there some type of salary or stipend? Yes If so, how much? \$18-\$23/hour (sliding scale based on education)

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

Apply on the [New Jersey Department of Environmental Protection job website](#). Applicants must submit a resume.

Letters of interest and unofficial transcripts are encouraged but not required. **Deadline to apply for Fall 2025 is July 1.**

Intern work areas: Clerical ☐ Research ☒ Errands ☐ Organizing ☐

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

The Legislative Aid/Specialist Intern will work closely with director and staff in the Office of Legislative Affairs on legislative issues and bills. The intern will research, track, and record bills, as well as maintain the legislative tracker and other projects.

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.

N/A

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

Preference will go to candidates with experience in excel, other analysis tools, environmental/natural resource policy. Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.