



Rowan Institute for Public Policy & Citizenship
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RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization ___Office of Assemblyman Balvir Singh

Internship Coordinator ___Andrew Dean Coordinator’s Phone / Email _adean@njleg.org_____

Location of Main Office _8008 US 130 N, Delran NJ_____ # of Summer 2025 Interns Accepted ___2_____

Where will the internship be done?

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

Dates / Length of Summer 2025 Internship ___June - August_____ Required Hours/Week ___10_____

Is there some type of salary or stipend? ___No_____ If so, how much? ___N/A_____

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

___Students can apply by sending their resume and cover letter to myself at adean@njleg.org and there will be a virtual interview to meet candidates, should we move forward with their application. _____

Intern work areas: Clerical ___X___ Research ___X___ Errands ___ Organizing ___

Please explain the work that will be required of the intern: _Interns will assist in the day to day operations of our legislative office, including legislative research, assisting constituent cases, and staffing events on week day evenings and weekends as needed. _____

Will there be opportunities for the intern to observe:

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

Is the intern expected to work evenings and weekends? If so, please explain. _There are some events in the district that are scheduled on work evenings and weeknights that the intern may be asked to staff to provide office and state resources and hours will be flexed accordingly. _____

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

__Please reach out if they have an interest in civil service, as well as local and state government, and want to gain experience in a state legislative office and the legislative process.
