



Rowan University

Rowan Institute for Public Policy & Citizenship

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RIPPAC Fall 2026 Internship Guide

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Office / Association / Organization The Office of Assemblyman William F. Moen Jr.

Internship Coordinator Noemi Diaz Coordinator's Phone / Email 856-547-4800 / AsmMoen@njleg.org

Main Office Address 208 White Horse Pike Suite 13 Barrington NJ 08007

of Open Intern Positions for Fall 2026: 2

Where will the internship be done?

Office (In-person) X Remote (Student works from home) Hybrid

Dates / Length of Internship Fall 2026 - December 2026 Required Hours/Week 16 hours

Is there a salary or stipend? Y N If so, how much? \$20/hr

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

Interested candidates should email a resume and cover letter to AsmMoen@njleg.org.

Intern work areas: Clerical X Research X Errands Organizing X

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

Interns will be expected to assist with clerical work, answer constituent phone calls, reorganize documents, research and present on legislation.

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? X Committee hearings? X

Is the intern expected to work evenings and weekends? If so, please explain.

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