



Rowan Institute for Public Policy & Citizenship (RIPPAC)

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## RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization Assemblyman Rob Clifton Legislative District 12

Internship Coordinator Synnove Bakke Coordinator's Phone / Email sbakke@njleg.org

Main Office Address 14 Cliffwood Ave Suite 240 Matawan NJ 07747

**Spring** 2026 Internship? No # of Open Intern Positions for Spring 2026 \_\_\_\_\_

**Summer** 2026 Internship? Yes # of Open Intern Positions for Summer 2026 2

Where will the internship be done?

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

Dates / Length of Internship May- Aug Required Hours/Week \_\_\_\_\_

Is there a salary or stipend? No If so, how much? \_\_\_\_\_

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

please send resume and plan on coming in for interview at the office

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Intern work areas:  Clerical  Research \_\_\_\_\_  Errands \_\_\_\_\_  Organizing \_\_\_\_\_

Please explain the work that will be required of the intern: filing in Xcel, stuffing envelopes, answering calls, attending events/parades and meetings in Trenton (last 3 not required)

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Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes Legislative sessions? Yes Committee hearings? Yes

Is the intern expected to work evenings and weekends? If so, please explain. only if intern wishes to walk in parades with the assemblyman. \_\_\_\_\_

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Do you have any suggestions for the applicants? (Please use additional pages if necessary) Positive attitude , dress business casual for the office, suit while in Trenton for meetings.