

RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization State Office of Assemblyman Clifton

Internship Coordinator Synnove Bakke Coordinator's Phone / Email 609-619-1543 / sbakke@njleg.org

Location of Main Office 14 Cliffwood Ave, Matawan, NJ # of Summer 2025 Interns Accepted 1

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 May-August Required Hours/Week N/A

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)*

Email resume to sbakke@njleg.org

Intern work areas: Clerical Research Errands Organizing

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

Letters to constituents, attend parades/events if they wish with the Assemblyman.

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.

Only if they wish to attend functions with the Assemblyman.

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

Please send resume and come for interview, which is just a formality.