

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization Offices of Assembly members Roy Freiman and Michelle Drulis

Internship Coordinator Kiely Williams Coordinator's Phone / Email kawilliams@njleg.org (908) 968-4329

Main Office Address 50 Main Street, 2nd Floor, Flemington NJ 08801 and 390 Amwell Road Suite 301 Hillsborough NJ 08844

Spring 2026 Internship? Y **N** # of Open Intern Positions for Spring 2026 0

Summer 2026 Internship? **Y** N # of Open Intern Positions for Summer 2026 4

Where will the internship be done?

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

Dates / Length of Internship June-August 2026 Required Hours/Week 12 hrs per week/ 4 hours/day - minimum

Is there a salary or stipend? Y **N** If so, how much? _____

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

The Assembly offices will accept applications for the Summer Internship Program on a rolling basis beginning February 15. Interested applicants should submit a resume and brief letter of interest via email to kawilliams@njleg.org. All application materials must be received by March 29. Applications will be reviewed in early April, with select candidates contacted for brief interviews. Internship offers will be extended by April 30, with acceptances due in early May. The Summer Internship Program runs from June through August, with start and end dates coordinated directly with selected interns.

Intern work areas: Clerical Research Errands Organizing

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

Interns will gain hands-on experience in a legislative office and are expected to support the day-to-day operations of the Assembly offices. Primary responsibilities include answering phones, assisting with constituent inquiries, conducting legislative and policy research, and supporting constituent

outreach efforts. Interns will also assist across all departments, including communications, constituent services, and operations, as needed. There may be opportunities to staff events, meetings, and community engagements alongside the Assembly members and staff. This position requires professionalism, reliability, and a willingness to take initiative in a fast-paced office environment.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ___Y___ Legislative sessions? ___N___ Committee hearings? ___N___

Is the intern expected to work evenings and weekends? If so, please explain. _____ No. _____

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

Submit materials early, be clear about your interests and availability in your letter of interest, and highlight any experience that shows reliability, communication skills, and a genuine interest in public service.