

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization Office of Assemblyman Vincent Kearney - 21st Legislative District

Internship Coordinator Krishna Martes Coordinator's Phone / Email 305-496-8086

Main Office Address 180 South Street Town Center, Suite 202, New Providence, NJ 07974

Spring 2026 Internship? Y N # of Open Intern Positions for Spring 2026: 3-5

Summer 2026 Internship? Y N # of Open Intern Positions for Summer 2026: 5-7

Where will the internship be done?

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

Dates / Length of Internship Present - June 30th, 2026 Required Hours/Week Minimum 10 hours

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.)*

Please submit resume and cover letter to asmkearney@njleg.org.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Responsibilities include assisting with daily operations of district office, including but not limited to answering phones, organizing office files, writing policy memos, staffing community outreach events, accompanying the Assemblyman to events and legislative session days in Trenton.

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.

Interns may volunteer to work evenings and weekends if they wish to do so for a particular event/obligation. It is not required.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)* All students with interest in government are encouraged to apply, regardless of major or previous experience.