



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 Assemblywoman Carol Murphy___

Internship Coordinator ___Mike Zupko___ Coordinator's Phone / Email mjzupko@njleg.org___

Main Office Address ___750 Centerton Road Mt Laurel NJ 08054___

Spring 2026 Internship? ☒ Y ☐ N # of Open Intern Positions for Spring 2026 ___3___

Summer 2026 Internship? ☒ Y ☐ N # of Open Intern Positions for Summer 2026 ___3___

Where will the internship be done?

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

Dates / Length of Internship ___ Required Hours/Week 2 days a week, hours are flexible

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.)*

Send Resume, Letter of interest, and a piece of writing

Intern work areas: ☒ Clerical ___ ☒ Research ___ Errands ___ ☒ Organizing ___

Please explain the work that will be required of the intern: Policy research, some intake for constituents, answering phones, creating lists and data bases for our contacts.

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. Not expected but if there is an event they would like to attend they are welcome!

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