

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 Cleopatra Tucker

Internship Coordinator Gabriella Robinson Coordinator's Phone / Email aswtucker@njleg.org / 973-926-4320

Main Office Address 1079 Bergen St., Newark, NJ 07112

Spring 2026 Internship? Y N # of Open Intern Positions for Spring 2026 1

Summer 2026 Internship? Y N # of Open Intern Positions for Summer 2026 1

Where will the internship be done?

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

Dates / Length of Internship Present-May, June-August Required Hours/Week Mon-Thurs, 10am-2pm

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.)*

Copy of resume and cover letter.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Answer phone calls and voicemails, read and categorize emails/mail, help manage constituent communications, update and manage communications databases, attend community events.

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. N/A

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