

## 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 Marisa Sweeney

Internship Coordinator Deborah Maclean Coordinator's Phone / Email 973-220-3013; dmaclean@njleg.org

Main Office Address Our office space is not set up yet, but it will be in Randolph.

**Spring** 2026 Internship? YES # of Open Intern Positions for Spring 2026 4

**Summer** 2026 Internship? YES # 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: Spring - 8 weeks; Summer – 12 weeks Required Hours/Week: 8 hours/week

Is there a 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 and writing sample to [dmaclean@njleg.org](mailto:dmaclean@njleg.org). Please include two references with an email address and phone number listed for each one. Applicants should be able to write well on their own, so please do not use AI for your writing sample. Then we will set up an interview. We are accepting interns on a rolling basis.

Intern work areas: Clerical ✓ Research ✓ Errands ✓ Organizing ✓

Please explain the work that will be required of the intern: Constituent services cases, legislative research, event building and planning, errands.

Will there be opportunities for the intern to observe:

Internal strategy sessions? YES Legislative sessions? YES Committee hearings? YES

Is the intern expected to work evenings and weekends? If so, please explain.

No, but if they would like to attend events, they are welcome to do so.

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

We are just getting our office up and running, so some of our needs may change as we figure out how the office will function. We need interns who are flexible and able to adapt to changing office needs.