



Rowan University

Rowan Institute for Public Policy & Citizenship (RIPPAC)

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RIPPAC Internship Guide – Fall 2026

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Asw Andrea Katz - NJ General Assembly

Internship Coordinator Nancy Youngkin Coordinator's Phone / Email 609-850-2397

Location of Main Office 100 High St. Mt. Holly # of Fall 2026 Interns Accepted 2

Where will the internship be done?

☒ In the main office ☐ Remotely (student works from home) ☐ Combo At-home & In-Office

Dates / Length of Fall 2026 Internship Student Determines Required Hours/Week flexible

Is there some type of salary or stipend? No If so, how much? _____

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

Please submit resume or CV to NYoungkin@njleg.org
Include availability

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

Please explain the work that will be required of the intern: A variety of tasks relevant
to a Legislative District office

Will there be opportunities for the intern to observe: Dependent on time of year

Internal strategy sessions? ☐ Legislative sessions? ☒ Committee hearings? ☒

Is the intern expected to work evenings and weekends? If so, please explain. There will be
opportunities but it is not expected.

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

Please see second page.

August, 6, 2026

Subject: Internships

Office of Assemblywoman Andrea Katz, LD8

100 High St., Ste 101

Mt Holly, NJ 08060

aswkatz@njleg.org

609-850-2398

Summary:

Interns gain exposure to numerous policy areas including agriculture, education, environment, energy and transportation. If schedule permits, interns have opportunities to observe Assembly Committee meetings and voting sessions. They will also assist with constituent calls and outreach to engage residents in the district, and assist with day to day functions of the office.

Knowledge, skills and abilities that are helpful:

- Discretion and confidentiality
- Good interpersonal skills
- Adaptability to shifting priorities
- Knowledge of Microsoft Office Suite

Additional skills considered helpful but not required:

- Knowledge of Canva
- Strong writing skills
- Strong social media skills