

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization: **New Jersey State Chamber of Commerce**  
Internship Coordinator: **Amirah Hussain** Coordinator's Phone / Email: **amirah.hussain@njchamber.com**

Location of Main Office: **216 W State St. Trenton, NJ** # of Summer 2025 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 Summer 2025 Internship: **Begins Summer 2025 and extends through Spring 2026** Required  
Hours/Week

Is there some type of salary or stipend? **Yes** If so, how much? **NJ minimum wage**

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*  
**Application Deadline: April 25, 2025. Applications will be reviewed and decisions will be made on a rolling basis.**

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: **Detailed note taking, researching policy issues, attending legislative sessions and committee hearings, working with the events team to prepare for upcoming events, etc.**

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. **No**

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

**If interested, please email a resume and cover letter to amirah.hussain@njchamber.com**

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