



## RIPPAC Spring / Summer Internship Guide – 2026

**Please complete and EMAIL as soon as possible to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Office / Association / Organization State of New Jersey – Department of Community Affairs

Internship Coordinator Douglas Petix Coordinator's Phone / Email douglas.petix@dca.nj.gov

Main Office Address 101 South Broad Street, Trenton, New Jersey

**Spring** 2026 Internship? Y N # of Open Intern Positions for Spring 2026 \_\_\_\_\_

**Summer** 2026 Internship? Y N # of Open Intern Positions for Summer 2026 4 \_\_\_\_\_

Where will the internship be done?

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

Dates / Length of Internship Mid-May to Mid-August Required Hours/Week 30-35 hours

Is there a salary or stipend? Y N If so, how much? \$18/Hour

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

Interested applicants should submit a cover letter describing why they are interested in a career in State Government along with a current resume to [DCAinternships@dca.nj.gov](mailto:DCAinternships@dca.nj.gov). by April 30, 2026. More information concerning the DCA Government Internship Program can be found on the DCA Website: [www.nj.gov/dca](http://www.nj.gov/dca)

Intern work areas: Clerical        Research        Errands        Organizing       

Please explain the work that will be required of the intern: Every effort will be made to place the intern in an area of interest applicable to their field of academic study (e.g., Financial Management, Public Policy, Urban Planning, Historic Preservation, etc.) and would include assignments appropriate for the individual's expertise under the supervision and mentorship of a subject matter expert.

Will there be opportunities for the intern to observe:

Internal strategy sessions? XX 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) Please refer to the DCA Website for a general description of the internship opportunities that may be available.