

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization New Jersey Business & Industry Association

Internship Coordinator Jack Ramirez Coordinator's Phone / Email 610-750-1772 / jramirez@njbia.org

Main Office Address 10 W Lafayette St. Trenton, NJ 08608

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

Summer 2026 Internship? **Y** N # of Open Intern Positions for Summer 2026 2

Where will the internship be done?

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

Dates / Length of Internship June 1 – ~August 14

Required Hours/Week ~15-20 hours

Is there a salary or stipend? **Y** N

If so, how much? Undergrad - \$16/hour, Graduate Student - \$18/hour

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

The New Jersey Business & Industry Association, NJBIA, is the nation's largest statewide business association, providing information, services, and advocacy to its member companies to build a more prosperous New Jersey. For additional information about NJBIA, please click [here](#). Interns will report directly to the Director of Research. Please have students submit their application by **Friday, March 20, 2026**, by visiting here: <https://www.njbia.org/internship-application>. **A cover letter, resume, writing sample and two recommendation letters are required.** Applications received after the deadline, unfortunately, will not be considered for summer 2026.

Intern work areas: Clerical ____ Research **_X_** Errands ____ Organizing **_X_**

Please explain the work that will be required of the intern:

- **Responsibilities include, but are not limited to:**
 - Assisting in policy and economic research;
 - Assisting in quantitative and qualitative research;
 - Assisting in the development of educational materials on high-priority legislative issues;
 - Attending state legislative committee meetings;
 - Monitoring state and federal legislation and regulatory issues;
 - Drafting correspondence and policy positions;
 - Maintaining databases;
 - Attending and assisting at 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.

No, the intern will receive their set schedule ahead of the start of the program. Interns always have the opportunity to attend events hosted by NJBIA, even when they are not scheduled to work.

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

N/A