



Rowan Institute for Public Policy & Citizenship

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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 Congressman Donald Norcross (NJ-01)

Internship Coordinator John Tambussi Coordinator's Phone / Email john.tambussi@mail.house.gov

Main Office Address 2427 Rayburn House Office Building, Washington, D.C.

Spring 2026 Internship? **# of Open Intern Positions for Spring 2026** 0

Summer 2026 Internship **# of Open Intern Positions for Summer 2026** 3-5

Where will the internship be done?

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

Dates / Length of Internship Max 120 days Required Hours/Week Full time: 32-40 hours / Part time: 16-24 hours

Is there a salary or stipend? If so, how much? Total full time stipend: \$1800 / Total part time stipend: \$1000

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

Website will state when applications open. Spring opens mid-October, summer opens end of February/early March. Email a single combined PDF of cover letter, resume, 2-3 references. 1 round of interview. After interviews, myself and our Chief of Staff go over the candidates and make a selection. Website: <https://norcross.house.gov/internships>

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Aside from clerical office duties, they will help batch constituent messages, assist me in legislature correspondence, complete an internship project about a bill they are passionate about (can discuss in more detail), bill tracking

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) Need excellent communication skills, willingness to learn