



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? Y **N** # of Open Intern Positions for Spring 2026 0

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

Where will the internship be done?

X 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? **Y** N 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 X Research X Errands X Organizing X

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? X Legislative sessions? X Committee hearings? X

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