

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization The Office of Congressman Donald Norcross (District Office)

Internship Coordinator Dalin Hackley Coordinator's Phone / Email 856-427-7000; Dalin.Hackley@mail.house.gov

Main Office Address 10 Melrose Avenue, Suite 210, Cherry Hill, NJ 08003

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 To be determined

Where will the internship be done?

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

Dates / Length of Internship May 5th - August 31st Required Hours/Week 16 hrs/wk

Is there a salary or stipend? Y N If so, how much? \$1500 - 1800 in total by completion of internship

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

All applications must be submitted by April 24th, 2026 and include a resume, cover letter and 2-3 references.

Applications will be reviewed on a rolling basis and submitted to Dalin.hackley@mail.house.gov directly.

All information regarding the congressman's District Office internship program can be found on Norcross.house.gov

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns will have direct interaction with the congressman's constituents as well as assist staff in executing all of the duties of the office.

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. We do participate in weekend events although it is not weekly, we do prefer interns with flexibility to attend if necessary.

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