

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 Senator Andrew Zwicker

Internship Coordinator Ayla Rios Coordinator's Phone / Email ARios@njleg.org

Main Office Address 2 Clerico Ln. Hillsborough Twp, NJ

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 6

Where will the internship be done?

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

Dates / Length of Internship June 1 - August 31 (flexible) Required Hours/Week 12-15

Is there a salary or stipend? Y N If so, how much? _____

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

Applicants should send a resume, cover letter, and writing sample to Ayla Rios on or before 3/15/25. Prospective applicants may be interviewed as part of the selection process.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Tasks include attending meetings and briefings, researching legislative initiatives, drafting constituent correspondence, creating social media graphics, tracking media coverage and more.

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, interns are not expected to work outside of normal office hours.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)* Our office is looking for applicants with an interest in public service & state government, strong writing & organizational skills, and connection to the district.