



## RIPPAC Spring / Summer Internship Guide – 2026

**Please complete and EMAIL as soon as possible to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Office / Association / Organization Office of Senator Raj Mukherji  
Internship Coordinator Tricia Augustine-Hamilton Coordinator's Phone / Email 732-318-0634

Main Office Address 121 Newark Ave, First Floor, Jersey City, NJ, 07302

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

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

Where will the internship be done?

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

Dates / Length of Internship 8-10 weeks Required Hours/Week 8-15hrs/week

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.)

Please fill out this form by ASAP for a spring internship or by March 15<sup>th</sup> for our summer internship program:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=JbBWm1eppU2lLkzARcvIW2XcALXERUhDpv1egvAkNT1UM0RIWUxVN0Q2TDYzRDEzVVoxtDVXVFoxVS4u>

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern: The intern will be responsible for keeping up to date on legislative matters pertaining to the 32nd district, including monitoring constituent opinions via phone and email, staffing the senator as necessary, and preparing communications as it relates to legislation, including press releases, newsletters, and form letters to constituents. In addition to their responsibilities, interns also learn how to read legislation, conduct intakes, and navigate which state agencies are best positioned to help with constituent matters.

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. Potentially, if they would like to staff the senator at events or if our office is conducting community outreach at a street fair, but certainly not with regularity.

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