



Rowan University

Rowan Institute for Public Policy & Citizenship (RIPPAC)

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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 _____ 10th District Legislative Office of New Jersey _____

Internship Coordinator _____ Kate Hirsch _____ Coordinator's Phone / Email _____ 732-245-7922 (cell)

Main Office Address _____ 852 Route 70, Brick NJ 08724 _____

Spring 2026 Internship? Yes # of Open Intern Positions for Spring 2026 _____ 3 _____

Summer 2026 Internship? Yes # of Open Intern Positions for Summer 2026 _____ 3 _____

Where will the internship be done?

Office (In-person) and Hybrid depending on location of intern

Dates / Length of Internship _____ One Semester _____ Required Hours/Week _____ flexible _____

Is there a salary or stipend? No If so, how much? _____

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

Please send an email to Kate Hirsch at khirsch@njleg.org which includes a resume and contact information

Intern work areas: Clerical ☒ Research ☒ Errands ☐ Organizing ☐

Please explain the work that will be required of the intern: The 10th Legislative District Office is seeking motivated and engaged interns to join our team. This internship offers hands-on experience in **research, policy development, and social media content creation**, providing valuable insight into the legislative process and public service.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ☐ yes ☐ Legislative sessions? ☐ yes ☐ Committee hearings? ☐ yes ☐

Is the intern expected to work evenings and weekends? If so, please explain. There are opportunities to attend evening events but they are not mandatory.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)* We are looking for highly motivated individuals who are eager to engage and learn about politics and government processes. Prior experience is not necessary.