Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: Legislative Office of Greenwald & Lampitt

Internship Coordinator: Ray Woods, Coordinator's Phone / Email: (856) 435-1247, rwoods@njleg.org

Location of Internship: 1101 Laurel Oak Rd, Voorhees, NJ Suite 150, # of Summer 2018 Interns Accepted: 2

Dates / Length of Summer Internship: May - September, Required Hours/Week: N/A

Is there some type of salary or stipend? No, If so, how much?

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

All potential interns should contact our office to set up an interview with the intern coordinator. At this time, internship duration and requirements will be discussed. Acceptance into the internship program will be determined following the interview process. We ask that any interested students reach out no later than the end of April to schedule an interview.

Intern work areas: Clerical X, Research X, Errands, Organizing X

Please explain the work that will be required of the intern:

The 6th Legislative District Assembly office and staff members work as the eyes and ears of the community for the Assembly Members. Our office works to address each and every constituent need by serving as a liaison between the constituent and state government and connecting the constituent with resources and empowering them with information. As an intern you may be responsible for gathering information and/or data from constituents to aid in our response to them.

Secondly, our office works to craft legislation on various topic areas to address the needs of the community and State of New Jersey. As an intern you may be responsible for creating and finding legislative ideas, researching their merits, and helping to create public policy.

Additionally, as an intern you may be responsible for working with our communication department to develop message strategies for various issues and legislation.

Finally, under no circumstance is "political work" or work that helps advance a political parties agenda is allowed to be conducted in the Legislative Office. We have a code of ethics, which we take very seriously and these ethics must be adhered to. You will be provided ethics training during your internship.
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.  

Do you have any suggestions for the applicants?  

Any interested applicant should reach out to the intern coordinator to schedule an interview. Applicants should have an interest and preferably an academic background in political science, government, or public policy.