Summer 2018 Internship Guide

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

Name of Company / Association / Organization: Assemblyman Roy Freiman
Internship Coordinator: Rachel Larkin
Coordinator’s Phone / Email: 908-450-7064 / rlarkin@njleg.org
Location of Internship: Hillsborough
# of Summer 2017 Interns Accepted: ~10
Dates / Length of Summer Internship: May - August
Required Hours / Week: Flexible
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)
A resume and cover letter should be sent to rlarkin@njleg.org. The deadline is April 22, but applications will be considered on a rolling basis.

Intern work areas: Clerical ✓ Research ✓ Errands ___ Organizing ✓

Please explain the work that will be required of the intern: Core responsibilities include assisting staff with legislative research projects, writing constituent correspondence, interacting with visitors, handling phones, and sorting and processing mail.

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. It will not be required, but interns will be invited to attend events with staff in the evening.

Do you have any suggestions for the applicants? Cover letters should include why they would like to intern for Assemblyman Freiman.