Summer 2018 Internship Guide

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

Name of Company / Association / Organization ____________________________

Internship Coordinator  Tom Suthard  Coordinator's Phone / Email 609-677-8266

Location of Internship Linwood  # of Summer 2017 Interns Accepted _______

Dates / Length of Summer Internship ________________  Required Hours/Week ____

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)

Please see the attached description of internship opportunities.

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

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

Please see the attached description of internship opportunities.

________________________________________

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. __________

Please see the attached description of internship opportunities.

Do you have any suggestions for the applicants? ________________________________

________________________________________
State Senator Chris A. Brown
Legislative Internship Opportunity

Explore your potential through public service.

The opportunity to expand your knowledge of public policy, stretch your talents, and prepare for life after college exists within the office of New Jersey State Senator Chris A. Brown.

Senator Brown represents the Second Legislative District (covering most of Atlantic County) in the State Legislature and is looking for interns with a willingness to learn and a desire to be challenged.

Beyond self-motivation, these internships require strong writing skills and the desire to advocate on behalf of the constituents living in the assemblyman’s district.

Previous knowledge of government is not a requirement. Since the interests and needs of the public are broad and varied, students from all majors should consider this opportunity. Tasks and responsibilities may include issue research in a variety of public policy areas (education, environment, law enforcement, tourism, health, social work, for example), monitoring the legislative process, constituent relations, public service outreach, and communications.

The specific duties for the internships can be flexible so long as they meet the obligation of the legislative office to serve the public and the educational needs of the intern.

These are unpaid internships that can be structured to meet a course requirement for academic credit with the approval from the intern’s advisor or professor.

Interns must be able to provide their own transportation to the district office located in Linwood.

The number of internships may be limited due to office space and time constraints.

Since these internships are in a State office, interns must strictly adhere to all applicable laws, rules, and codes.

Anyone interested in this opportunity may call Tom Suthard at 609-677-8266 (tsuthard@njleg.org) to set up an interview. Candidates must bring a resume and a writing sample to the interview.