Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5068 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization ________________________ Third Legislative District of Sweeney, Burzichelli, and Talliaferro

Internship Coordinator ______________________ Coordinator’s Phone / Email ______________________ 856-251-9801 / sensweeney@njleg.org

Location of Internship ______________________ # of Summer 2018 Interns Accepted 4

Dates / Length of Summer Internship ______ May through August/September ______ Required Hours/Week minimum 20 hours

Is there some type of salary or stipend? ______ varies ______ If so, how much? ____________________________

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

Students are asked to fill out an internship application, available at www.njlegdistrict3.com, and submit it with their resume and a writing sample.

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

Please explain the work that will be required of the intern: Job responsibilities will include, but are not limited to,

- answering phones, taking meeting and event requests, database entry, drafting correspondence, assisting with constituent responses,
- preparing congrats acknowledgements, attending events, and working on special projects.

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. Evening and weekend hours are available.

Do you have any suggestions for the applicants? Strong written and verbal communication skills are required, including the ability to proofread one's own work.