Summer 2018 Internship Guide

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

Name of Company / Association / Organization  __ Office of Assemblywoman Angela V. McKnight

Internship Coordinator  __ Regina Appolon  __ Coordinator’s Phone / Email  201-360-2502 Rappolon@njleg.org

Location of Internship  __ Jersey City  __ # of Summer 20178 Interns Accepted  __ Varies __

Dates / Length of Summer Internship  __ May-September/ Flexible  __ Required Hours/Week  __ 10 __

Is there some type of salary or stipend?  __ N/A ______  If so, how much?  ________________

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

Applicants should submit a cover letter, resume, and schedule of availability with application. A brief writing sample is given during time of interview.

______________________________________________________________

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

Please explain the work that will be required of the intern:  __ Interns will assist with outreach events, legislative research, constituent issues, staffing the Assemblywoman, attending Trenton sessions, and other work as needed.

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.  Some events will require staffing evenings and weekends, however notice will be given and the intern’s schedule will be taken into consideration.  ________________

Do you have any suggestions for the applicants?  Please be prepared for a fast paced environment where you will gain first-hand knowledge into the NJ legislative process. Applicants must be able to work without supervision and have excellent written and verbal communication skills.