Summer 2018 Internship Guide

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

Name of Company / Association / Organization ________ SENATOR TROY SINGLETON

Internship Coordinator __JENNIFER CREA AYDJIAN__ Coordinator's Phone / Email 856-234-2790/
JAYDJIAN@NJ.LEG.ORG____

Location of Internship _MOORESTOWN, NJ_ # of Summer 20178 Interns Accepted ____ TBD____

Dates / Length of Summer Internship ______ JUNE 1 TO AUG 15 ______ Required Hours/Week ____ 10-15____

Is there some type of salary or stipend? ____ NO ____ If so, how much? _______ N/A _______

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)
INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER AND RESUME TO THE EMAIL ADDRESS PROVIDED.

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

Please explain the work that will be required of the intern: INTERNS WILL ASSIST IN ANY AND ALL DUTIES OF OUR LEGISLATIVE OFFICE INCLUDING STAFFING EVENTS, ADVANCING EVENTS, MAINTAINING DATABASES, WRITING DRAFT CORRESPONDENCE, ETC

Will there be opportunities for the intern to observe:

Internal strategy sessions? _____ Legislative sessions? __X__ Committee hearings? __X__

Is the intern expected to work evenings and weekends? If so, please explain. __YES IF THE SENATOR HAS EVENTS ON THE NIGHT OR WEEKEND, INTERNS MAY BE ASKED TO STAFF/ASSIST____

Do you have any suggestions for the applicants? __CANDIDATES SHOULD HAVE A STEADY WORK SCHEDULE (SET DAYS/HOURS) AND SHOULD LIVE IN DISTRICT____

THIS ELECTRONIC DOCUMENT DEMONSTRATES ROWAN'S COMMITMENT TO BEING ENVIRONMENTALLY RESPONSIBLE.