Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-3668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: District Office of Assemblywoman Murphy

Internship Coordinator: Samantha Bender Coordinator's Phone / Email: SBender@njleg.org

Location of Internship: Cinnaminson, NJ

# of Summer 2018 Interns Accepted: 2

Dates / Length of Summer Internship: May to 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)

Fill out and return internship application to SBender@njleg.org

Intern work areas:

Clerical X  Research X  Errands X  Organizing X

Please explain the work that will be required of the intern: Interns will be in a program that allows them to learn about constituent services, outreach, and legislative processes that happen in the New Jersey Legislature. Interns will be expected to assist staff in constituent cases, executing events, and writing policy memos.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes  Legislative sessions? Yes  Committee hearings? Yes

Is the intern expected to work evenings and weekends? If so, please explain. It is optional to attend events that are on the weekends.

Do you have any suggestions for the applicants?
Assemblywoman
Carol Murphy
District Office Internship & Fellowship Program

DESCRIPTION

Qualified applicants have the opportunity to work in Carol Murphy’s district office. Interns and Fellows will participate in a structured program with many opportunities to learn about constituent services, community outreach, and the legislative process. Interns and Fellows will support staff with executing events, handling constituent casework, and writing policy memos.

REQUIREMENTS

- Interest in local, state, and/or federal government
- Excellent written and oral communication skills
- Strong organizational skills
- Strong research and computer skills
- Ability to work with others in a team-oriented environment
- Ability to work with minimal supervision
- Access to reliable transportation

HOW TO APPLY

An application may be submitted via email to Samantha Bender, Legislative Aide, at SBender@njleg.org or by mail at 504 Route 130 North, Suite 100, Cinnaminson, NJ 08077.
Assemblywoman Carol Murphy
District Office Internship & Fellowship Program Application

Last Name: ___________________________ First Name: ___________________________

School: ________________________________________________________________

Local Street Address: ______________________________________________________

Local City, State, ZIP: ____________________________________________________

Cell Number: ___________________________ Email: ___________________________

Why are you interested in this opportunity? _______________________________________

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What skills and personal experience would enable you to succeed in the position?________

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Please list your availability below:

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How many total hours will you be available to commit each week ______________________

An application may be submitted via email to Jerrel Harvey, Legislative Aide, at
jharvey@njleg.org or by mail at 504 Route 130 North, Suite 100, Cinnaminson, NJ 08077.