Summer 2018 Internship Guide

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

Name of Company / Association / Organization New Jersey Business and Industry Association - Government Affairs

Internship Coordinator Nicole Sandelier Coordinator’s Phone / Email nsandelier@njbia.org / 609-858-9513

Location of Internship Trenton, NJ # of Summer 20178 Interns Accepted 3

Dates / Length of Summer Internship May 2018-August 2018 Required Hours/Week 16-40

Is there some type of salary or stipend? Yes If so, how much? Undergraduate: $10.00 per hour & Graduate: $12.00

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

To be considered for a Government Affairs Internship the applicant must submit a cover letter, resume, writing sample, and three letters of recommendation to nsandelier@njbia.org by April 13th.

Intern work areas: Clerical Research X Errands X Organizing X

Please explain the work that will be required of the intern: Interns will be required to assist in policy and economic research, to read scholarly articles, to aid in the development and distribution of educational materials on high-priority legislative issues, to assist in the development of coalitions on issues of importance, to attend state legislative meetings, to monitor state and federal legislation as well as regulatory issues, to draft correspondence and policy positions, to maintain databases, and to assist at NJBIA sponsored events.

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. No

Do you have any suggestions for the applicants? Applicants must show strong research and writing skills to be considered for this position. Applicants must also demonstrate a strong interest in the New Jersey business community.
Located in Trenton, NJBIA provides information, services, and advocacy to its member companies to build a more prosperous New Jersey. As the nation's largest statewide employer association, NJBIA represents more than one million jobs in New Jersey. Currently, NJBIA is accepting applications for internships starting in summer 2018.

NJBIA seeks interns, to join our Government Affairs team, who have strong research and writing skills, a basic understanding of governmental processes, and an interest in New Jersey politics. Selected interns are financially compensated for their hours worked: undergraduate students receive $10.00/hour and graduate students receive $12.00/hour. The association also works with interns to secure academic credit if applicable.

**Responsibilities may include, but are not limited to:**

- Assisting in policy and economic research
- Reading scholarly articles
- Assisting in the development and distribution of educational materials on high-priority legislative issues
- Assisting in the development of coalitions on issues of importance
- Attending state legislative committee meetings
- Monitoring state and federal legislation and regulatory issues
- Drafting correspondence and policy positions
- Maintaining databases
- Assisting at events

**Qualifications:**

- Undergraduate and/or graduate student majoring in Political Science, Government Affairs, Public Policy, Public Relations, or related disciplines
- Strong research skills
- Excellent verbal and written communication skills
- Ability to work well independently
- Ability to complete work in a timely manner
- Well-organized and highly reliable

To apply for a summer internship, please submit a cover letter, resume, writing sample, and three recommendation letters to Nicole Sandelier at rsandelier@njbia.org by April 13th. Applications received after the deadline will not be considered for summer 2018.

NJBIA does not discriminate against any person on the basis of race, religion, color, gender, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law.