Summer 2018 Internship Guide

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

Name of Company / Association / Organization ______________ NJ League of Municipalities ______________

Internship Coordinator ___Michael J. Darcy, CAE_______ Coordinator's Phone / Email ___609-695-3481 x116
Mdarcy@njslm.org

Location of Internship _222 West State St Trenton NJ # of Summer 20178 Interns Accepted __1____

Dates / Length of Summer Internship __May - August____________ Required Hours/Week Not more than 35.
Expected to vary over the course of the project. See attached.

Is there some type of salary or stipend? _Yes____ If so, how much? Up to $3,000

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)
ASAP but not later than May 1: Resume review followed by interview by phone. Final Interview in person (if needed)

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

Please explain the work that will be required of the intern: _Assisting with data collection and clean up for local
government survey publications. Provide supervisor and others with input on any trends & consistencies in data. That
input will be used to craft comments and advice to local officials and the media. Also work on the actual publication.
Opportunity to sit in on policy discussions and gain exposure to legal, political, and administration concerns of local
governments.

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? Formal business/government environment (suit is not required but
jacket and tie is needed). Non-partisan environment. Not suitable environment for those who seek to advance their own
policy priorities and preferences.
Parking provided in nearby gated lot.
Police and Fire Labor Data

The service: The Police and Fire Labor Data Service (PFLDS) is part of the League’s Bureau of Municipal Information [http://www.nislon.org/bureau/](http://www.nislon.org/bureau/). The PFLDS service provides multiple resources tracking the trends in police and fire contract settlements and arbitration awards. Included in this series are:

- Selected Police Officer Selected Contract Provisions (1 PDF & excel file)
- Selected Firefighter Selected Contract Provisions (1 PDF & excel file)
- Selected Police Officers’ Salary Scales (1 zip file containing multiple excel files)
- Selected Firefighters’ Salary Scales (1 zip file containing multiple excel files)

The resources mentioned above have been made available for the past 20 years for municipalities to utilize during their contract negotiations, and can be used in comparing the benefits offered by other municipalities similar in location and demographics.

The scope of work: Analyzing data to find and extract qualitative information pertinent to NJLM’s local government membership. This data pertains to police and fire contract stipulations and benefits received. Salary scales may also be included. Data is gathered from online sources and entered into Microsoft Access and Excel. Reports are generated after data has been completed and edited for corrections.

Timeline for work:

June 6: begin data research

July 5: complete data entry and begin checking data for errors and spelling mistakes

July 26: begin compiling final files

August 9: complete project

Additional Time Line Details

We anticipate the work in June to largely be associated with the Police and Fire Data Survey data collection and input. 30-35 hours per week.

As the project moves into July and early August, other work will be incorporated as time permits. This other work may include: review and redesign of other publication; conference productions and followup work with external partners; back-end website maintenance; attendance at committee meetings based on opportunities