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 Tech Council

Internship Coordinator: Poonam Balani
Coordinator's Phone / Email: pbalani@njtc.org

Location of Internship: New Brunswick, NJ # of Summer 20178 Interns Accepted: 4

Dates / Length of Summer Internship: Summer (Fall available as well) Required Hours/Week: TBD

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) Email resume and cover letter to ana@njtc.org

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

Please explain the work that will be required of the intern: Responsibilities may include, but are not limited to:

- Assist with the planning and coordination of meetings and events
- Assist with onsite event management and set-up
- Helping to coordinate e-newsletters: including generating content, designing layout, managing subscribers
- Database entry
- General administrative support

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? ______ Committee hearings? _____

Is the intern expected to work evenings and weekends? If so, please explain. Some evenings, as needed, during events.

Do you have any suggestions for the applicants? ____________________________________________

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