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 Paul A. Sarlo_______

Internship Coordinator Kellie Reyes_________ Coordinator's Phone / Email  201-804-8118 sensarlo@njleg.org

Location of Internship  _Wood-Ridge, NJ__________# of Summer 2018 Interns Accepted ___2_____

Dates / Length of Summer Internship _not limited__________________ Required Hours/Week ______

Is there some type of salary or stipend?  _TBD_________ If so, how much?  ___TBD____________________

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)
_Email resume, then interview with staff______________________________

______________________________________________________________

Intern work areas:  ___Clerical___  Research ___ Errands ___ Organizing ___

Please explain the work that will be required of the intern:  _Answering phones, data entry, digital filing, assisting with mailings, policy research______________________________

______________________________________________________________

Will there be opportunities for the intern to observe:

Internal strategy sessions?  _x___  Legislative sessions?  _x___  Committee hearings?  ___

Is the intern expected to work evenings and weekends?  If so, please explain. Normal office hours are 9am to 4pm, however, if attending legislative sessions in Trenton, the hours could be extended.

______________________________________________________________

Do you have any suggestions for the applicants?