

**THE OHIO STATE UNIVERSITY COLLEGES OF THE ARTS AND SCIENCES, CAREER SERVICES
05 BROWN HALL, 190 W. 17th AVENUE, COLUMBUS, OH 43210**

Posting Information

<http://career.asc.ohio-state.edu>

Name of Employer/Organization, address, phone, fax [please note if the internship is in a different location]	State Representative Scott Oelslager 77 South High Street, Columbus, Ohio 43215 614-752-2438 (phone)
Contact person, title, department, e-mail, phone, fax, plus address if different than above	Jenny Lewis, Senior Legislative Aide or Rhonda Borgerding, Legislative Aide
Is the contact person an Ohio State Alum? (If so, please give degree and year of graduation)	no
Website address of the employer/organization?	http://www.house.state.oh.us/jsps/MemberDetails.jsp?DISTRICT=51
A description of the employer/ organization (e.g. its mission, statement of purpose, product, target audience). If listed on your website, please just say "see website"	http://www.house.state.oh.us/jsps/Role.jsp
Type of organization [e.g. Academic, Governmental, Non-Profit, Private, Public, Other]	State Government, Ohio House of Representatives
Size of the organization (e.g. number of employees)?	Rep. Oelslager plus 2 Full-time Aides
Type of industry (such as, but not limited to: Aviation, Biotechnology, Communications, Government, Healthcare, Insurance, Manufacturing, Real Estate, Retail, Social Services)	State Government
Is the internship full-time or part-time? State the minimum number of hours per week that the intern will need to work	Part-time, 6-20 hours a week
A position description (e.g. duties, responsibilities and tasks which will be given). Attach a separate page if already developed.	A preliminary meeting will be arranged to discuss intern/ office expectations of duties and responsibilities. The intern is considered an additional staff member. Please see attached.
Is the position paid or unpaid? If the position includes a salary or compensation, specify (e.g. per hour) If no compensation, are there other benefits available to the student?	Unpaid, however, the intern has the option of many networking possibilities
Will a 10-week quarter schedule work? Which quarters? Are there specific beginning/ending dates?	A 10-week quarter is fine, but the position is not limited.
What academic areas of discipline? Please see http://career.asc.ohio-state.edu/careers/careers.htm for a listing of Arts/Sciences majors. [Your position will have a greater array of applicants if you choose a wide range of academic areas.]	Political Science, History, Psychology, Social Services, etc.
Are there other requirements for the position? [e.g. grade point average, languages, computer skills, Visa status]	Microsoft Office skills required
How do applicants apply for the position? Do applicants need resumes, cover letters or writing samples? What is the application deadline date?	Please email resumes to district51@ohr.state.oh.us
How would you like to receive the applications? ~ E-mailed to you as each student applies on our system? ~ E-mailed to you in a bundle at the deadline date? ~ Hard copy mailing?	Please email the applications as each student applies. We are in immediate need of an intern and would like to fill the position as soon as possible.