

**2017 Summer Internship Opportunities with  
U.S. Senator Rob Portman  
SW Ohio Office, 312 Walnut Street, Cincinnati, OH 45202**

Applications are being accepted for internship opportunities with Senator Portman's SW Ohio office in Cincinnati for the 2017 summer session. Although students interested in internships with our office often concentrate in political science, we are open to interested students in any area of study.

Internships are designed primarily for students who have completed at least one full year of collegiate undergraduate coursework and preference is given to students who are residents of Ohio. Interns in our state-wide offices assist office staff with day-to-day operations and have opportunities to join district staff in representing the Senator at constituent outreach events, such as naturalization ceremonies and to assist with briefing documents for Senator Portman and staff.

**Students who wish to apply for internships should visit Senator Portman's website at [portman.senate.gov](http://portman.senate.gov) to fill out an application and submit the following: 1) resume; 2) one page explanation of interest in the internship; and 3) two letters of recommendation.**

The deadline for applications for summer internships in Cincinnati is April 3, 2017. Please submit materials to [greg\\_zuber@portman.senate.gov](mailto:greg_zuber@portman.senate.gov). If you have questions or need additional information, please contact Greg Zuber via email or by phone at 513-684-3265.

**Office of Senator Rob Portman**

***Internship Position Description***

**TITLE: Intern**

**HOURS: 9:00 AM – 5:00 PM\***

*\*Hours are flexible to accommodate class schedules. 15 hour minimum commitment per week*

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**PRIMARY DUTIES:**

- ☐ answer telephones;
- ☐ greet office visitors;
- ☐ assist with arriving appointments;
- ☐ general administrative, legislative and outreach support.

**TYPICAL RESPONSIBILITIES:**

- ☐ answer and screen telephone calls for the Senator and other staff members;
- ☐ greet office visitors;
- ☐ record callers' opinions and visitors' names, address and other relevant information;
- ☐ help organized incoming mail and log information into database;
- ☐ assist with researching briefing materials for the Senator and staff;
- ☐ perform general administrative assignments;
- ☐ represent the Senator at Naturalization Ceremonies (in Cincinnati and Dayton)