



Social Media Intern/ *Paid Internship*

Ohio Department of Public Safety/Communications Office

1970 West Broad Street, Columbus, OH 43223

<http://publicsafety.ohio.gov/>

Internship date: Summer semester, 2019 (*May 13, 2019- August 17*)

Deadline to apply: **March 19**

Application Submission Details:

Email application package to Karen Peters, Scripps College Internship and Student Services Specialist
petersk@ohio.edu Harris Student Support Center 108

Application to include:

- Résumé (including samples of work relating to intern position)
- Address **cover letter** address to: DO NOT SEND

Ms. Lindsey Bohrer

Assistant Communications Director

Ohio Department of Public Safety

1970 W. Broad St.

Columbus, OH 43223

Internship Qualifications:

- Internship located at physical location in Columbus, OH
- Junior, Senior or Graduate Student enrolled in good standing at the Scripps College of Communication. Additional qualifiers include:
 - Must be currently enrolled in an accredited college/university, as verified via official or unofficial transcript or letter on letterhead from the Registrar's Office confirming enrollment. (Documentation for summer may vary)
 - Be in good standing with the college/university, as verified via transcript
 - Have a minimum grade point average of 2.0
 - Be enrolled in at least one course
 - Be pursuing a degree or finishing a degree
- Ability to multi-task.
- Working knowledge and experience in planning, managing and executing social media initiatives/campaigns.

- Knowledge of Strategic planning and processes for brand management and creative development, including research tools and evaluation of results.
- Knowledge of media strategy and planning options and the media role in integrated communication.
- Strong communication skills.
- **Internship Responsibilities/A description of the position:**
 - The Social Media Intern is responsible for assisting in the ongoing management and growth of the Ohio Department of Public Safety's social media presence in alignment with the Department's and its Divisions' strategies and direction.
 - Collaborate to develop marketing and communications plans that leverage the social media space. You will contribute to the strategy and the execution of the ideas.
 - Creates, manages and grows Departmental and Divisional presence across social media channels, including, but not limited to blogs, Twitter, Facebook, Pinterest, LinkedIn, YouTube and Instagram.
 - **Available to work minimum 20* hrs./week and up to a maximum 40 hrs./week in summer) between 7:00am -5:00pm in Columbus, OH. Flexible with hours.**
 - **During Fall & Winter semester can work 16 hours or two 8- hour days.**
- **Skills and Software Ability Needed:**
 - Experience with social media platforms, including, but not limited to Facebook, Pinterest, Twitter, Instagram, YouTube and LinkedIn.
 - Experience with leveraging social media management and analytics tools, including, but not limited to Falcon Social
 - Experience with design platforms, including, but not limited to Canva, and Adobe Photoshop.
 - Experience writing, editing and crafting content for the social media space.

ODPS Notes:

- Please note the following information as it relates to the Intern program at the Ohio Department of Public Safety:
 - College interns are temporary, exempt, unclassified employees.
 - Each intern goes through a records check and BCI fingerprint check prior to beginning employment with Public Safety. Once the student is approved through our background process, we will work with you to determine hire dates.
 - Below are the pre-hire forms each student who is selected will need to complete (**within 7 days of offer**) and Ohio Department of Public Safety HR can assist with obtaining the forms: State of Ohio application, Unclassified service explanation of agreement, Supplemental employment agreement (DPS 0150), Nepotism statement form (DPS 0149), Applicant background information form (DPS 0101), Student Status form, Tax Waiver form.

Stipend Amount: *Undergraduate students – Junior \$13.72/hr., Senior \$14.72/hr.; Graduate students – 1st yr. \$15.75/hr., 2nd yr. \$16.75/hr., 3rd yr. \$17.75/hr.*