



## **Copy Writer/Editor 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:** *April 5*

### **Application Submission Details:**

Email application package to Karen Peters, Scripps College Internship and Student Services Specialist  
[petersk@ohio.edu](mailto: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.
- Knowledge of media strategy and planning options and the media role in integrated communication.
- The intern should have a demonstrated understanding of good editorial judgment as well as a clear, engaging writing style. The candidate must be a strong conceptual thinker and an accomplished writer and editor.
- Strong communication skills.

### **Internship Responsibilities/A description of the position:**

- The Copy Writer/Editor Intern will work with Public Information Officers for the Ohio Department of Public Safety's six divisions. The student should have strong writing and

editing experience and skills for writing and evaluating content, and the ability to work in a fast-paced team environment.

- The Copy Writer/Editor Intern will collaborate closely with the DPS Communications staff to create engaging content while ensuring the highest level of accuracy and quality.
- Relevant experience with content management systems is a plus not required, as is knowledge of digital marketing.
- Determine and apply appropriate levels of editorial treatment to project materials.
- Edit and re-write portions of documents, and write original content for promotional materials.
- Prepare and assist with preparation, coordination, copyediting, and proofing of large and small projects.
- Write or edit press releases, marketing materials, website copy, and external/internal communications.
- Perform miscellaneous marketing and business development activities.
- **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 & Spring semester can work 16 hours or two 8- hour days.**

**Skills and Software Ability Needed:**

- Proven writing and editing skills.
- Strong analytical, planning, organizational, and time management skills.
- Strong research skills including gathering and analyzing data from multiple sources (subject matter experts, project managers) to develop content for print, media and web
- Ability to develop creative, unique, and relevant content.
- Interpersonal communication skills, particularly where information must be conveyed in a clear and convincing way.
- Ability to meet aggressive deadlines.
- Proficient computer skills, especially Microsoft Office applications.
- Ability to function effectively as part of a team.
- Ability to maintain discretion and confidentiality.

**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.*