

OSU Votes Interns, Department of Leadership & Community Engagement

Supervisor: Coordinator of Community Engagement

Function Statement:

The OSU Votes Intern position is designed to support the department's mission and daily responsibilities, while providing the student with hands-on, professional experience. This position focuses specifically on the delivery of civic engagement development programming to Ohio State students.

The specific duties associated with this position will vary according to organizational needs.

Position Responsibilities

- Program and Event Management
 - Coordinate and facilitate Civic Engagement workshop requests
 - Provide administrative support for reoccurring voter registration tabling and civic engagement opportunities.
 - Plan and execute special events including National Voter Registration Week, Election Day, and other events as needed.
- Publications and Communications:
 - Compile and distribute email publications affiliated with civic engagement and service programs
 - Manage online presence, social media accounts, and marketing strategies
- Customer Service and Administration
 - Provide administrative and programmatic support to Department of Leadership and Community Engagement in the Office of Student Life and all related programs and activities
 - Provides front-line customer service support in both the Department of Leadership and Community Engagement and online spaces
 - Practices customer service skills when working with both internal and external partners

Minimum Requirements/Qualification:

- Current student status
 - If you have a GTA or GRA appointment you will be ineligible for this hourly position
- Demonstrated ability to plan and implement successful programs.
- Desire to always seek improvement and growth in both programs and personal development
- Strong inter-personal skills; must be able to communicate effectively and appropriately with wide variety of audiences
- Ability to multi-task and work independently
- Ability to engage in voter registration and civic engagement in a nonpartisan manner

- Attention to detail, follow-through, and accountability
- A commitment to equity and justice and a desire to continue growing as a socially just leader

Commitment:

5-8 hours per week during autumn and spring semesters, with the possibility of work over the summer depending on individual availability and work requirements. Hours and days will be agreed upon by the Civic Engagement Interns and Supervisor and be worked out according to the student's academic schedule. Evening and weekend work may be required.

Questions about the Position?

Contact Sam Evans, Graduate Teaching Associate for Civic Engagement, at evans.2338@osu.edu