



STATE OF OHIO
 Transportation - District 02
 317 E. Poe Rd.
 Bowling Green, OH 43402
 (419) 353-8131
<http://www.dot.state.oh.us/>

Invites applications for the position of:

PUBLIC INFORMATION INTERN

An Equal Opportunity Employer

PN: 20050824

Job Type: Part-Time, Temporary, Exempt

Location: Wood County

Promotional Bid:

unclassified position (may include promotion, transfer or demotion)

Job Location: ODOT District 2 Public Relations Office, 317 E. Poe Rd., Bowling Green, OH 43402

Division: Administration

Opening Date: Tue. 07/28/15

Closing Date/Time: Continuous

Pay Range: See

Supplemental
 Information

Hours of work: 7:30

AM - 4:30PM (Hours
 may vary due to
 operational need)

Salary:

\$13.50 - \$14.50 Hourly

Job Duties: This is a temporary position involving various duties that will either supplement the student's major field of study and/or provide experience that is a useful addition to the student's education and meaningful preparation for future professional employment.

Under supervision & training of Public Information Officer or other designated staff, assists on a variety of technical tasks (e.g., gathers information & writes articles & takes pictures of interest concerning district employees for publication in the department's monthly newsletter; operates digital camera to take pictures at special events (e.g., public meetings, construction season kick-off, district rodeo), pictures of employees for newsletter & other related Department activities; uses personal computer & computer software Adobe InDesign & PhotoShop to create the newsletter; gathers information on road closures, lane restrictions, & detours, new highway openings, road maintenance activities (e.g., snow & ice removal, road repairs), highway construction projects, & special events to assist in writing & distributing press releases, development of informational brochures & fact sheets & updating websites for district internet & BuckeyeTraffic).

Performs miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answers telephone & takes messages; provides information about ODOT activities &/or programs by responding to inquiries received by telephone, e-mail, & Buckeye Traffic feedback form; clips newspaper articles related to ODOT & utilizes scan function of copy machine; develops

presentations for use by Public Information Officer or other staff using Microsoft PowerPoint software; operates state vehicle to travel to & from construction projects, special events, county garages & other related sites within the District).

Minimum Qualifications: MUST BE ENROLLED IN AN UNDERGRADUATE PROGRAM AT A COLLEGE OR UNIVERSITY AND IN GOOD ACADEMIC STANDING.

Preferred majors: Communications, Journalism, Public Relations

Prefer a college student in their Junior or Senior year

Must show proof of a valid driver's license in order to operate state vehicle.

Supplemental Information:

This position is overtime eligible based on FLSA Standards.

This internship will begin in the fall of 2015. The intern will work reduced hours during the academic year (preferably at least 20 hours per week) and then 40 hours per week if continuing through the summer of 2016.

Benefits: Build a Professional Portfolio & gain experience in Public Relations.

The rate of pay is based upon the student's academic status:

Junior: \$13.50

Senior: \$14.50

To Apply: Applicants **MUST** submit an **Ohio Civil Service Application** by the closing date/time to the **Ohio Department of Transportation (ODOT) District 2 Human Resources Office** located at 317 E. Poe Road, Bowling Green, Ohio. We prefer that applicants submit an application by applying on-line at the website: careers.ohio.gov

When you go to this website, it is called the **Ohio Hiring Management System (OHMS)** and you will find information on "How to Apply". When the OHMS page opens, click on **Search for State Government Jobs** then on the next screen go to the box titled **Agency** and scroll down and click on **Transportation District 2**. The job vacancy or vacancies should appear. Submittal of an application on-line is the same as submitting a paper Civil Service Application.

Please direct all employment questions to the ODOT District 2 Human Resources Office at (419) 353-8131. Applications may also be sent by e-mail to D02.HR@dot.state.oh.us

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

***IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at that time so proper arrangements can be made for the interview.

Job #20050824
Public Information Intern
CC

