



Daniel J. O'Connor, Jr.

Franklin County Recorder

Franklin County Recorder Summer Internship

Description: The Summer Internship Program with the Franklin County Recorder's Office will provide an undergraduate student intern hands-on experience at an administrative county government office.

- The intern will learn about the day-to-day functions of the Franklin County Recorder's Office and the impact of local government on the community it serves.
- Specific areas of work include Fiscal Services, Operations, Administration, Outreach, and Customer Service.

Duration: Internship Program will run from **May 2025 through August 2025**. Start and end dates are flexible based on intern's availability.

- Flexible scheduling of in-office shifts between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Intern is expected to work a **minimum of 15 and maximum of 30 hours, per week at a rate of \$15 per hour**.
- Intern may be asked to help with off-site outreach events that occur outside of this time frame.

Location: Internship consists primarily of in-person work at the Franklin County Recorder's Office located in Downtown Columbus, Ohio. (373 S. High St, 18th Floor, Columbus, OH 43215)

- Pay-to-park options are available via meters, surface lots, and parking garages surrounding the office building.
- Remote work options are available on a case-by-case basis, are determined by the needs of office staff, and would be in conjunction with scheduled in-person work hours.

Objectives: Learn about the role the Franklin County Recorder's Office plays in local government and in the community. Shadow/assist with tasks as assigned in various departments.

- **Outreach:** Learn about communication needs for an administrative government office.
 - Practice producing deliverables such as/not limited to press release, press-clips, op-eds, email newsletters, social media posts, promotional brochures, etc.
 - Connect and work with relevant government, non-profit, and social service agencies to promote goals and services of the Recorder's Office in community events.
- **Operations:** Learn about the day-to-day operations of the Franklin County Recorder's Office and its impact on the community.
 - Shadow the departments involved in document recording, document imaging, indexing and verifying, information technology, and customer service.
- **Fiscal Services:** Learn about the budget needs of an administrative government office.
 - Gain experience working with budgets and day to day financial services of the office.
- **Administration:** Support office staff with other duties as assigned.

Desired Qualifications: Current Undergraduate student who is a sophomore, junior, or rising senior.

- Desired major or focus of study includes (but not limited to): Public Administration/Policy/Affairs, Political Science, Communications, English, History, Social Work, Comparative Studies, Economics
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, Power Point)
- High quality professional communication skills and attention to detail
- Access to reliable transportation (car, COTA bus, etc.)
- Interest in local Ohio government history and functions

POC: Hanna Detwiler, Director of Community Outreach, hadetwiler@franklincountyohio.gov

Please send resume and cover letter to hadetwiler@franklincountyohio.gov with the subject "Intern Application [Full Name]"