

Off-Campus Employment

Job posted on 2014-04-17 by 00026579; posting expires on 2014-05-30

Employer: Ohio Lottery Commission

Position: Internship

Job Description: Internship,

The Ohio Lottery Commission is recruiting college students for summer internship opportunities. The internships will begin immediately and end September 2014. The positions are temporary in nature, benefits are not offered.

Employment and Educational Requirements:

- i. All applicants must be currently and continuously enrolled in school. Applicants not enrolled in at least one course will not be eligible for the internship.
- ii. All applicants will be required to submit to a background investigation via Highway Patrol, pursuant to section 3770.02 of the Ohio Revised Code.
- iii. New hires agree to participate in the State of Ohio Direct Deposit of paycheck program per Section 124.151(B) of the Ohio Revised Code.

Internships will be available in the following Ohio Lottery Commission offices and job duties will be related to departmental functions:

- ii. Game Show-Cleveland
- iii. Information Technology (Application Development)-Strongsville
- iv. Information Technology (NIS/Operations)-Cleveland
- v. Sales-Dayton, Columbus, Canton, Cleveland
- vi. Marketing -Cleveland
- vii. Human Resources-Cleveland
- viii. Finance-Cleveland

Qualifications: Knowledge, Skills and Abilities:

- i. KNOWLEDGE: Office practices & procedures; Public relations; Statistical research; Word processing, spreadsheet & database software packages; Customer service.
- ii. SKILLS: Operation of personal computer; Operation of office equipment.
- iii. ABILITIES: Deal with problems involving several variables within a familiar context; Apply principles to solve everyday, practical problems; Read, copy & record figures accurately; Prepare correspondence; Copy records & data precisely without error; Maintain accurate records; Gather, collate & classify information about data, people or things; Assess information & provide appropriate status summary; File correspondence, reports & records; Retrieve files for

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requested information; Answer telephones & take messages or refer calls; Cooperate with co-workers on group projects.

Perferred Major(s): Undecided or None;

Application Instructions: All applicants must submit a letter from the college registrar's office, on official college letterhead, clearly stating the following information:

- i. Verification of enrollment in the 2014 Spring semester/quarter
- i. Verification of status (e.g., freshman, sophomore, junior, senior, graduate, law, etc.)
- i. Major course of study
- i. Dates the 2014 Spring semester/quarter begins and ends
- i. Estimated date of graduation

Interns employed by the Ohio Lottery Commission are paid an hourly rate based on status, which will be discussed during the interview process.

Application Process:

Clearly indicate which department(s) the application is to be considered for.

Internship applications may be submitted in one of the following ways: Apply online (PREFERRED METHOD) via the Ohio Lottery website www.ohiolottery.com or the State of Ohio website www.careers.ohio.gov; in person, or via U.S. Mail to the Ohio Lottery, Office of Human Resources, Attention: Dave Hewitt, 615 W. Superior Ave, Cleveland, OH, 44113; via facsimile at (216)787-3696.

- i. All inquiries regarding internship opportunities should be directed to: Dave Hewitt at (216)774-5706.
- i. This position is non-exempt from the FLSA.
- i. This position is exempt from the classified service.
- i. In accordance with the Ohio Lottery Commission Nepotism Policy, you will be required to disclose any employees of the Ohio Lottery Commission who are closely related to you by blood or marriage.

THE OHIO LOTTERY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEX, GENDER IDENTITY OR EXPRESSION, MENTAL OR PHYSICAL DISABILITY, GENETIC INFORMATION, VETERAN STATUS AND/OR MILITARY STATUS IN EMPLOYMENT OR THE PROVISION OF SERVICES. NOTE: THOSE WHO ARE CONTACTED FOR AN INTERVIEW SHOULD INFORM THE OHIO LOTTERY OFFICE OF HUMAN RESOURCES AS SOON AS POSSIBLE IF, AS A RESULT OF A DISABILITY, THEY WILL NEED AN ACCOMMODATION TO PARTICIPATE IN ANY PHASE OF THE INTERVIEW PROCESS. SUCH NOTICE WILL NOT AFFECT YOUR ELIGIBILITY TO APPLY FOR THIS POSITION.