

OSU MORITZ COLLEGE OF LAW

PUBLIC SECTOR INTERVIEW PROGRAM 2017

Employer Information Booklet

PUBLIC SECTOR INTERVIEW PROGRAM 2017

The PSIP brings together a number of employers seeking to fill summer, school year, permanent, paid, or volunteer positions in government, non-profit and legal service organizations. There are two components to PSIP: on-campus interviews and Table Talk, described below:

On-Campus Interviews

Interviews will take place, full or half days, in February. Using Symplicity you will be able to view the employers attending and apply for open positions.

Student Bidding Jan. 13 – Feb. 2

Interview Notification Feb. 10

Cancellation Period Feb. 10 - 13

Final Schedules Feb. 14

Interview Dates Feb. 16, 17, 23, 24

Table Talk

February 22 12:00-1:15pm Barrister Club

The Table Talk session is similar to a job fair. Employers will provide information about their organizations and open positions. Students should bring the materials requested by each employer in this booklet.

Business attire is recommended. Registration is not required for this event.

Participating Employers

Coalition on Homelessness and Housing in Ohio

Columbus City Attorney

Columbus State Community College

Cuyahoga County Public Defender

Delaware County Prosecutor's Office

Disability Rights Ohio

Federal Public Defender- Capital Habeas Unit

Franklin County Municipal Court, Small Claims & Mediation

Franklin County Public Defender

Legal Aid Society of Columbus

Online Computer Library Center (OCLC)

Ohio Casino Control Commission

Ohio Consumers Counsel

Ohio Crime Victim Justice Center

Ohio Department of Education

Ohio Department of Public Safety

Ohio Domestic Violence Network

Ohio Facilities Construction Commission

Ohio Industrial Commission

Ohio Legal Assistance Foundation (OLAF)

Ohio Public Defender– Death Penalty Division

Ohio Public Defender– Legal Division

Ohio Public Defender– Wrongful Conviction Project

OSU, Office of Athletic Compliance

OSU, Office of Legal Affairs

OSU, Student Legal Services

Public Utilities Commission of Ohio

United States Air Force JAG

United States Attorney, Southern District of Ohio

United States Marine Corps Officer Programs

COALITION ON HOMELESSNESS AND HOUSING IN OHIO (COHHIO)

Contact Info: Joe Maskovyak, Affordable and Fair Housing Coordinator
Joemaskovyak@cohhio.org
www.cohhio.org

Opportunity for: 1L, 2L, 3L

Position Description:

The Coalition on Homelessness and Housing in Ohio (COHHIO) is hiring summer and school year interns responsible for researching legal questions posed by callers to the Housing Information line, drafting responses to email questions, legislative research, preparing and updating presentations on housing law to educate multiple audiences, fair housing research, or any issue related to housing law.

COHHIO is a statewide housing advocacy organization, located in downtown Columbus, Ohio. Law clerks will be assisting the Affordable and Fair Housing Coordinator and the various job duties attendant to that position, which include training and education across the state; legislative and administrative advocacy, primarily, but not exclusively on a statewide platform; and responding to housing inquiries on the housing hotline. Law clerk duties will include doing legal research to support each of those duties, assisting in the development of educational materials, and some direct client contact via the phone or internet to assist in responding to hotline inquiries. In-office attendance will be expected to undertake most job duties, although some work can be done remotely.

Compensation: Hourly; \$15

Submit the following: Resume, Cover Letter, Transcript

Participating in: Interviewing,

Representative(s): Joe Maskovyak

COLUMBUS CITY ATTORNEY'S OFFICE – CIVIL DIVISION

Contact Info: Westley Phillips, Assistant City Attorney
wmpillips@columbus.gov
<http://www.columbuscityattorney.org/>

Opportunity for: 1L

Position Description:

Legal interns in the Civil Division conduct legal research and writing and help the civil division attorneys work their cases from beginning to end. The Civil Division has a General Counsel Section, a Litigation Section, a Labor and Employment Section, a Real Estate Section, and a Claims Section.

Compensation: Hourly; Approx. \$14

Submit the following: Resume, Cover Letter, Writing Sample, Transcript

Participating in: Interviewing, Table Talk

Representative(s): Westley Phillips

COLUMBUS STATE COMMUNITY COLLEGE

Contact Info: Karen Fabritius, Specialist
kfabriti@cscce.edu
www.cscce.edu

Opportunity for: 2L, 3L

Position Description:

Legal externship duties include: Provides legal project support to legal counsel, staff, department or division; Compiles information, documents, records, standards, and assesses client needs for reports, legal memoranda, pleadings and recommendations as necessary for legal matters; Conducts legal research and provides analysis and interpretation of the law; drafts findings, recommendations and memoranda of civil, regulatory, criminal and administrative law and college policy.; Types, word-processes and drafts written documents and reports using established formats and basic or advanced typing/word-processing, spreadsheet skills and legal research software; Timely completes assignments and assists legal office as needed to meet deadlines and ensure compliance with laws, regulations, investigations, policies, court matters, and governance matters; Acts as liaison for legal office and assists with internal and external communication, correspondence, presentations and projects as needed; Meets with college employees, students, outside attorneys and the general public as needed and maintains a professional relationship; Keeps and maintains confidential, privileged, sensitive and/or public records and information as required in compliance with college directives, policy, federal, state and local laws, court and administrative procedures and orders; Works assigned schedule, exhibits regular and predictable attendance. Performs other related duties as required.

Compensation: Hourly; Approx. \$15

Submit the following: Resume, Writing Sample

Must apply online at: <https://cscce.csod.com/ats/careersite/search.aspx?site=1&c=cscce>

Participating in: Table Talk

Representative(s): Karen Fabritius, Nate Faubel-Ravelly

CUYAHOGA COUNTY PUBLIC DEFENDER

Contact Info: Amy Goff, Chief Law Clerk
agoff@cuyahogacounty.us
<http://www.publicdefender.cuyahogacounty.us/>

Opportunity for: 1L, 2L

Position Description:

Students will have an opportunity to work in at least one of the Cuyahoga County Public Defender's four divisions: juvenile, municipal, felony and appellate. Externs will assist attorneys in all stages of trial preparation including client interviews, legal research, and motion writing. Students will observe staff attorneys, work with them, and participate in, when possible, all stages of the trial process including appellate proceedings before the Eighth District Court of Appeals. Students will be encouraged to practice problem solving skills within the context of various legal issues and engage in discussions and strategy planning with the attorney.

Third year students with certification from the Ohio Supreme Court allowing them to appear, with certain restrictions and limitations, as counsel on misdemeanor felony and juvenile matters, may be allowed to represent defendants in Courts where such representation is permitted.

Compensation: Hourly; \$13

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Amy Goff, Bob Tobik

DELAWARE COUNTY PROSECUTOR'S OFFICE

Contact Info: Kate Munger, Assistant Prosecuting Attorney
kmunger@co.delaware.oh.us
www.co.delaware.oh.us/prosecutor

Opportunity for: 1L, 2L, 3L

Position Description:

Volunteer interns/externs will be assigned work from the criminal, civil, and juvenile divisions. There will be multiple opportunities to go to court. Students with an Intern Certificate will be able to speak in court and will hopefully be assigned motions or trials (depending on what is available during the time you are in the office.)

Compensation: Unpaid or for school credit.

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Interviewing

Representative(s): Kate Munger and Mark Fowler

DISABILITY RIGHTS OHIO

Contact Info: John Crow, Human Resources
hr@disabilityrightsohio.org
www.disabilityrightsohio.org

Opportunity for: 1L, 2L, 3L

Position Description:

Disability Rights Ohio is a not-for-profit organization that serves as the federally and state designated Protection and Advocacy (P&A) system and Client Assistance Program (CAP) for people with disabilities in the State of Ohio. The mission of Disability Rights Ohio is to advocate for the human, civil, and legal rights of people with disabilities in Ohio.

Disability Rights Ohio represents individuals with disabilities on a wide variety of legal issues including discrimination in employment, public programs, services, or public accommodations under the ADA; housing discrimination under the Fair Housing Act; special education rights under the IDEA; rights of persons in institutions including the right to community integration; disputes with state or local entities who provide services to individuals with disabilities; and other disability-related legal interests.

Interns will have a wide range of experiences collaborating with attorneys and advocates on a variety of legal matters, with opportunities to meaningfully contribute to the work and mission of Disability Rights Ohio. Interns also are afforded the opportunity to observe meetings, hearings, and other activities in order to give them a broader perspective on the work of an attorney in this area.

Compensation: Unpaid

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Kristen Henry and Kristin Hildebrandt

FEDERAL PUBLIC DEFENDER – CAPITAL HABEAS UNIT

Contact Info: Erin Barnhart, Assistant Federal Public Defender
Erin_Barnhart@fd.org
www.fpd-ohs.org

Opportunity for: 1L, 2L, 3L

Position Description:

The Capital Habeas Unit (CHU) represents death-row inmates at all levels in federal court and also argues for clemency before the Ohio Parole Board and Governor. The legal work concerns the exciting and challenging intersection of constitutional law, death-penalty jurisprudence, and habeas and civil-rights litigation; factual investigation involves digging into records and witnesses related to clients' social histories, including their upbringing, education, and other factors relevant to their development. The CHU works closely with a variety of experts in a range of areas, including neurology, psychology, psychiatry, forensics, DNA, mental-health, addiction, and intellectual disability.

The office operates in teams of attorneys, investigators, and support staff to tackle this demanding and sobering work. Externs work closely with these teams to assist in both legal and factual research and drafting related to the clients' cases. CHU teams rely on externs' assistance on real projects for real clients and aim to involve the externs as much as possible from start to finish on a project. We seek externs with sound judgment, the ability to work independently, excellent research and writing skills, and a strong commitment to indigent defense and saving clients' lives.

Compensation: Unpaid or for school credit

Submit the following: Resume, Cover Letter, Writing Sample, Transcript

Participating in: Interviewing

Representative(s): Erin Barnhart, Justin Thompson

FRANKLIN COUNTY MUNICIPAL COURT – SMALL CLAIMS & MEDIATION

Contact Info: Alex Sanchez
SanchezA@fcmcclerk.com
<http://www.fcmcclerk.com>

Opportunity for: 1L, 2L

Position Description:

Law clerks will be involved in mediating disputes, responding to court user/public questions with appropriate legal information about small claims and mediation, assisting in the development and implementation of new court services and programs, analyzing data for evaluation of mediation services, conducting research on specific legal issues and write memoranda or recommendations, participating in meetings, training programs, presentations, and other events as directed by the manager, and participating in special projects and programs as assigned by the manager.

Compensation: Paid or for school credit; rate unknown

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Alex Sanchez, Veronica Cravener

FRANKLIN COUNTY PUBLIC DEFENDER

Contact Info: Doug Nobles, Municipal Attorney
dhnobles@franklincountyohio.gov

Opportunity for: 1L, 2L

Position Description:

The Franklin County Public Defender's Office provides legal representation to indigent defendants in Franklin County in criminal, juvenile, and appellate proceedings.

Job tasks include assisting attorneys in preparing for cases, including but not limited to filing motions, subpoenas, and gathering information from various departments in the Courthouse. Tasks also include interviewing clients for arraignment proceedings in the Municipal Court on Monday through Saturday. In addition to direct communication with clients, law clerks also communicate with client's family and other court personnel. Finally, tasks may include performing legal research and undertaking written projects for attorneys, including the preparation of motions, entries, memoranda, etc.

Candidates must be pursuing a law degree in an accredited law school. Must have an interest in criminal law and in the necessity and problems associated with defending indigent people charged with criminal offenses.

Compensation: Unknown

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Doug Nobles, Mitch Williams, David Glisson

THE LEGAL AID SOCIETY OF COLUMBUS

Contact Info: Dianna Howie, Managing Attorney
dhowie@columbuslegalaid.org
www.columbuslegalaid.org

Opportunity for: 1L, 2L, 3L

Position Description:

The Legal Aid Society of Columbus (LASC) is looking for dedicated, public-interest minded students to clerk full-time for the 2016 summer. We are also accepting applications for school year volunteer clerks.

LASC represents low-income clients in civil legal proceedings, including evictions, divorces, domestic violence proceedings, federal tax controversies, public benefits administrative hearings, unemployment cases, foreclosures, wage garnishments, bankruptcies, and consumer matters. LASC attorneys engage in some transactional work, including the drafting of wills, powers of attorney and certain probate matters for persons 60 and over. LASC attempts to address larger systemic issues facing its clientele through appropriate litigation and other advocacy. Clerks will be assigned to a substantive or non-substantive team at the LASC and SEOLS Columbus office or to one of the rural offices in Marion, Newark, Chillicothe, New Philadelphia, Steubenville, Athens, or Portsmouth. Generally, clerks can expect to do some combination of the following: interview clients, draft court pleadings, research relevant legal issues, engage in hearing/trial preparations, observe meetings, hearings and other legal proceedings, analyze evidence, participate in community education activities and carry out other duties.

Compensation: Unpaid or for school credit

Submit the following: Resume, Cover Letter, Transcript

Participating in: Interviewing, Table Talk

Representative(s): Dianna Howie, Jamie Shier, Jamaal Redman, Melissa Skilliter

OHIO CASINO CONTROL COMMISSION

Contact Info: John W. Barron, Deputy Executive Director & General Counsel
john.barron@casinocontrol.ohio.gov

Opportunity for: 2L, 3L

Position Description:

Legal intern will work with General Counsel's Office on wide range of legal issues including licensing, regulatory compliance, and enforcement of Ohio's casino gaming law. Individual will perform various legal research and writing tasks which may be related to public records, ethics or administrative law.

Compensation: Hourly; rate unknown

Submit the following: Resume, Cover Letter

Participating in: Table Talk

Representative(s): John W. Barron

OHIO CONSUMERS COUNSEL

Contact Info: Patti Mallarnee, Administration Manager
patricia.mallarnee@occ.ohio.gov

Opportunity for: 3L

Position Description:

Hiring for legal internship for the school year. Preferred class ranking: Top 15-25%, experience with moot court and/or law journal is preferred.

Compensation: Hourly; rate unknown

Submit the following: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Table Talk

Representative(s): Patti Mallarnee, Ajay Kumar

OHIO CRIME VICTIM JUSTICE CENTER

Contact Info: Elizabeth Well, Legal Director
ewell@ocvjc.org

Opportunity for: 1L, 2L, 3L

Position Description: Seeking to fill a variety of part-time positions including an externship, Victim's Advocate, College Campus Event Team Member, and Community Outreach Volunteer.

Compensation: Unpaid or for school credit

Submit the following: Resume, Writing Sample

Participating in: Table Talk

Representative(s): Chelsea Gensler, Volunteer Coordinator

OHIO DEPARTMENT OF EDUCATION

Contact Info: Janine Burnside, HCM Senior Analyst
Janine.burnside@education.ohio.gov
www.education.ohio.gov

Opportunity for: 1L, 2L, 3L

Position Description:

Assists attorneys:

- Conducts legal research on defined or potential issues in cases;
- Prepares written memoranda;
- Responds to constituent correspondence;
- Assists in preparing documents and exhibits for Chapter 119 administrative hearings;
- Assists with preparing documents for meetings of State Board of Education;
- Edits legal documents;
- Reviews hearing transcripts & records observations;
- Reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes;
- Assists staff attorneys in identifying witnesses and preparing for and conducting witness interviews;
- Photocopies cases, transcripts &/or other legal materials

Compensation: Hourly; \$17.91

Submit the Following: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Table Talk

Representative(s): Janine Burnside, Morgan Webb, Kelly Edwards

THE OHIO DEPARTMENT OF PUBLIC SAFETY

Contact Info: Anne Vitale, Associate Legal Counsel
apvitale@dps.ohio.gov
www.publicsafety.ohio.gov

Opportunity for: 1L, 2L

Position Description:

The Department of Public Safety is comprised of six divisions and various sections including the Bureau of Motor Vehicles, Emergency Medical Services, Emergency Management Agency, Homeland Security, and the Ohio Highway Patrol. The Legal Interns are expected to provide support to each of the Department's eight attorneys by conducting legal research on specifically assigned issues by searching and reviewing state and federal statutes, case law, pending legislation, Attorney General Opinions, and a variety of secondary sources, and then analyzing and condensing this research into written memoranda. Legal interns will work with the Department's attorneys to understand the client's business and operational needs in order to provide legal opinions and advice to clients in a practical and easy to understand manner. Additionally, Legal Interns will assist in managing litigation and drafting a variety of Motions to be submitted to courts and opposing counsel, as well as, reviewing administrative investigations and drafting Notices of Opportunity for Hearing and Final Adjudication Orders. Specific areas of law in which Legal Interns will be expected to research include, but are not limited to, criminal, employment, administrative, public records, liquor, gambling, driver's licensing, vehicle registration, and traffic law.

This is a part-time position in which Legal Interns may expect to work 12-20 hours a week during the school year and 25-39 hours a week during the summer.

Compensation: Hourly; \$15.75-\$17.75

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Resume Collection, Table Talk

Representative(s): Anne Vitale, Ashleigh Henry

OHIO DOMESTIC VIOLENCE NETWORK

Contact Info: Micaela Deming, Staff Attorney
MicaelaD@odvn.org
www.odvn.org

Opportunity for: 1L, 2L, 3L

Position Description:

The Ohio Domestic Violence Network (ODVN) is looking for a motivated intern committed to public service to assist with the legal program. ODVN advances the principles that all people have the right to an oppression and violence free life; fosters changes in our economic, social and political systems; and brings leadership, expertise and best practices to community programs. Tasks may include research, pleadings preparation, informational materials preparation, assistance in preparation for trial, limited involvement with women in correctional institutions for clemency work and brief advice clinics, program development and operations and development of training materials. Efforts will be made to tailor the internship to the specific interests of the intern. Supervision will be provided by both the Legal Program Director and the Staff Attorney as the assigned tasks warrant. Primary responsibilities will be in the Columbus office, but there will be opportunities to attend hearings and trainings elsewhere in the state.

Compensation: Unpaid

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Interviewing

Representative(s): Micaela Deming

OHIO FACILITIES CONSTRUCTION COMMISSION

Contact Info: Debora Thompson, HR Administrator
debora.thompson@ofcc.ohio.gov

Opportunity for: 2L, 3L

Position Description:

Assists Chief Legal Counsel and Senior Legal Counsel in conducting legal or other research on defined or potential issues. Locates and reviews case and statutory law in regard to inquiries from various state and federal rules, policies and procedures; provides written report of research and findings. Attends meetings, legal proceedings or hearings; assists in the implementation of policy; acts as liaison between the Attorney General's Office and outside counsel. Assists in overseeing court litigation strategy; maintains records, cases, transcripts and/or other legal materials.

Compensation: Hourly; \$14.72-\$17.91

Submit the following: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Interviewing

Representative(s): Jon Walden, Elizabeth Perry, Debora Thompson

OHIO INDUSTRIAL COMMISSION

Contact Info: Jayne Beachler, Legal Research Manager
Jayne.beachler@ic.ohio.gov
www.ic.ohio.gov

Opportunity for: 1L, 2L

Position Description:

Attend workers' compensation law and policy training sessions; Conduct electronic research through Westlaw, the Ohio Supreme Court website, the Industrial Commission website, and the Bureau of Workers' Compensation website; Prepare synopses of 10th District Court of Appeals cases; Review claim file documents; Observe District Hearing Officer, Staff Hearing Officer, and Commission Level Hearings; Prepare mock orders; Prepare mandamus memoranda; Observe oral arguments for Ohio Supreme Court and Tenth District Court of Appeals cases.

Compensation: Hourly; \$16.00 (1L) and \$17.91 (2L)

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Table Talk

Representative(s): Jayne Beachler, Jennifer Rohrbaugh

OHIO LEGAL ASSISTANCE FOUNDATION

Contact Info: Marissa Weldon, Associate Director for Legislative and Media Relations
mweldon@olaf.org
www.olaf.org

Opportunity for: 1L, 2L

Position Description:

The Ohio Legal Assistance Foundation, founded in 1994 and located in Columbus, is a statewide, nonprofit organization committed to equal access to justice. The Foundation works to ensure that resources, programs and services exist statewide to serve the unmet civil legal needs of Ohio's low-income population. At its core, the Foundation funds lawyers who change lives.

Those who are interested in volunteering with the Foundation should be dedicated, public interest minded students who are willing to work on a variety of special projects. Historically, projects have included research on the Community Reinvestment Act and a Supreme Court Ohio rule regarding cy pres. Interns are also afforded the opportunity to work on pro bono cases and to observe meetings, legislative hearings, and other activities in which the Foundation participates.

Compensation: Unpaid or for school credit

Submit the following: Resume, Cover Letter

Participating in: Table Talk

Representative(s): Marissa Weldon

OHIO PUBLIC DEFENDER – DEATH PENALTY DIVISION

Contact Info: Elizabeth Arrick
elizabeth.arrick@opd.ohio.gov
<http://opd.ohio.gov>

Opportunity for: 1L, 2L, 3L

Position Description:

Assist attorneys by conducting legal research. Compile and analyze findings and write legal memoranda or draft portions of legal pleadings/briefs. When appropriate, accompany attorneys on client visits or other out-of-office interviews.

Compensation: Unpaid

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Interviewing, Table Talk

Representative(s): Elizabeth Arrick, Kim Rigby

OHIO PUBLIC DEFENDER –LEGAL DIVISION

Contact Info: Jeremy J. Masters and Katherine A. Szudy, Supervising Attorneys
Jeremy.Masters@OPD.ohio.gov; Kathy.Szudy@OPD.ohio.gov
<http://opd.ohio.gov>

Opportunity for: 1L, 2L, 3L

Position Description:

Assist the Legal Division, Appeals and Postconviction Section, of the Office of the Ohio Public Defender with research, drafting appellate and postconviction pleadings, and reviewing transcripts for active criminal cases. The Appeals and Postconviction Section typically represents clients who have already finished their trials, and who were previously represented by county public defenders or appointed counsel. The Appeals and Postconviction Section litigate cases in both state and federal courts. Interns will have opportunities to visit clients and courts, as well as attend parole board hearings and oral arguments.

Compensation: Unpaid

Submit the following: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Interviewing

Representative(s): Jeremy J. Masters, Katherine A. Szudy

OHIO PUBLIC DEFENDER –WRONGFUL CONVICTION PROJECT

Contact Info: Joe Bodenhamer, Project Director
Joe.Bodenhamer@OPD.ohio.gov
<http://opd.ohio.gov>

Opportunity for: 1L, 2L, 3L

Position Description:

Review and investigate claims of innocence, make public records requests; meet with project staff to discuss cases. Legal research and writing as needed.

Compensation: Unpaid or for School Credit

Submit the following: Resume, Cover Letter

Participating in: Table Talk

Representative(s): Joe Bodenhamer, Joanna Sanchez

ONLINE COMPUTER LIBRARY CENTER, INC (OCLC)

Contact Info: Cavett Kreps, Assistant General Counsel
krepsec@oclc.org
www.oclc.org

Opportunity for: 1L, 2L

Position Description:

OCLC, a worldwide library services organization headquartered in Dublin, Ohio, is a leader in information technologies and innovative online services. With office locations around the globe, OCLC employees are dedicated to offering premier services and software to help libraries cut costs while keeping pace with the demands of our information-driven society.

Responsibilities:

- Performs legal assignments in support of and under the supervision of OCLC's Legal Division Staff.
- Carries out research assignments and makes recommendations to OCLC's attorneys concerning company policies and corporate matters that have legal implications.
- Participates in and executes assigned legal activities including reviewing contracts and other third-party arrangements.
- Participates in meetings of the legal division staff, when appropriate, to learn about OCLC's operations and participate in discussions about Legal Division projects.

Qualifications:

- Strong analytical, research, and communication skills.
- Ability to manage multiple project assignments.
- Top 50% preferred

Compensation: Hourly; rate unknown

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Cavett Kreps

OSU ATHLETIC COMPLIANCE OFFICE

Contact Info: Danie Daluisio, Associate Director
daluisio.1@osu.edu
www.ohiostatebuckeyes.com/compliance

Opportunity for: 1L

Position Description:

The Ohio State University invites applications for the position of an Athletic Compliance Intern. The selected applicant will report to the Associate Director of Compliance and will assist with various aspects of the athletic compliance program.

Responsibilities may include assisting in the preparation and organization of required NCAA and Big Ten Conference forms and reports, assisting with rules education, drafting violations, assisting with monitoring efforts in the areas of vehicles, housing, employment and other duties as assigned. Successful applicants will possess strong computer skills, strong analytical skills, well developed written and oral communication skills, and the ability to balance multiple projects. Selected candidates will participate in rules education session conducted by compliance staff members to develop general knowledge of NCAA rules.

Compensation: Unpaid

Submit the following: Resume, Cover Letter

Participating in: Interviewing

Representative(s): Danie Daluisio and Matt Bartlebaugh

OSU LEGAL AFFAIRS

Contact Info: Wendy Swary, Senior Associate General Counsel
swary.19@osu.edu
<http://legal.osu.edu/olaindex.php>

Opportunity for: 1L, 2L

Position Description:

The Office of Legal Affairs provides legal advice and representation to The Ohio State University, its constituent units and affiliated entities, and its trustees, officers, employees, and student leaders while acting on the University's behalf. Our services include advice and counsel on all matters having legal significance for the University, contract review, legal workshops and educational programs. The Office of Legal Affairs also provides oversight of all litigation, including cases assigned to special counsel appointed by the Attorney General for the State of Ohio. The Office of Legal Affairs seeks to advance the mission of the University by providing counsel toward sound decision-making in all areas of instruction, research and service.

Legal interns working for the Office of Legal Affairs can expect to work on many varied projects relating to all aspects of University administration. Duties may include, but are not limited to:

- Conducting legal research for in-house counsel on matters relating to student affairs, employment, University contracting, governance, etc.
- Drafting memos based on legal research performed
- Assisting with public records requests
- Attending litigation and other client meetings
- Drafting commercial legal documents
- Completing other special projects as assigned

Compensation: Hourly; \$15.00

Submit the following: Resume, Cover Letter, Transcript, Writing Sample, Reference List (at least 2)

Participating in: Interviewing

Representative(s): Wendy Swary, Anne Schira

OSU STUDENT LEGAL SERVICES

Contact Info: Molly Hegarty, Managing Director
Hegarty.14@osu.edu
www.studentlegal.osu.edu

Opportunity for: 1L, 2L

Position Description:

Student Legal Services (SLS) provides legal advice and representation to eligible Ohio State students regarding the issues they typically face including criminal misdemeanors, traffic offenses, landlord-tenant issues, consumer matters, debt collection, estate planning, dissolutions and more. Law clerks directly assist SLS attorneys and paralegals with legal research; drafting memoranda, correspondence, and court and settlement documents; client communications; and preparing for trial, etc. SLS prefers to hire clerks who intend to work both summer 2016 and Academic Year 2016-2017. During the summer, clerks are offered a maximum of 25 hours per week. During the academic year, clerks are required to work a minimum of 12 hours per week.

Compensation: Hourly; \$15.00 per hour

Submit the following: Resume, Cover Letter

Participating in: Interviewing, Table Talk

Representative(s): Molly Hegarty

PUBLIC UTILITIES COMMISSION OF OHIO

Contact Info: Angela M. Hawkins, Legal Director
Angela.hawkins@puc.state.oh.us
www.puco.ohio.gov/puco/

Opportunity for: 1L, 2L

Position Description:

The Public Utilities Commission of Ohio (PUCO) is a regulatory body, whose mission is to assure all residential and business consumers access to adequate, safe and reliable utility services at fair prices, while facilitating an environment that provides competitive choices. Legal interns will have an opportunity to work on a variety of legal issues, including legal research on ethics, public records, procedural matters, evidence law, and substantive utilities law research. In addition, interns will have the opportunity to work with and assist attorney examiners who preside as administrative law judges on a diverse number of issues, including complaint cases against utilities, rule makings, and transportation and railroad cases, as well as electric, water, telephone, and gas regulatory matters. Legal interns will have the opportunity to draft protective orders, summarize cases, draft findings and orders, and assist in other legal research matters that arise during a case before the PUCO.

Compensation: Hourly; rate unknown

Submit the following: Resume, Cover Letter, Writing Sample

Participating in: Table Talk

Representative(s): TBD

UNITED STATES AIR FORCE JAG PROGRAM

Contact Info: Capt. Andrew Woodbury
Andrew.woodbury.1@us.af.mil

Opportunity for: 1L, 2L, 3L

Position Description:

Typical responsibilities for a Judge Advocate in their first four years of service include:

- Prosecute/defend criminal misconduct under the Uniform Code of Military Justice
- Advocate at various administrative separation and officer elimination boards
- Provide legal assistance to military members and their families
- Provide legal reviews of proposed Air Force actions at the unit/installation level
- Provide ethics opinions regarding the use of Government resources
- Advise commanders of all levels on all legal issues as they arise

Rising 3L's and current 3L's may apply for the Direct Appointment Program (DAP) or direct appointment as a JAG

If you are a law student in your first year of law school, you may apply for the Graduate Law Program (GLP) If selected, you will commission as a second lieutenant and attend an ROTC field training encampment at an Air Force base during the summer before either your second or third year of law school.

If you are a law student in your second year of law school, you may apply to the One Year College Program (OYCP). If selected, you will commission as a second lieutenant and attend ROTC field training at an Air Force base during the summer before your third year of law school.
Find more information at: <http://www.afjag.af.mil/>

Compensation: Paid

Submit the following: Resume, Cover Letter, Transcript

Participating in: Interviewing

Representative(s): Capt. Andrew Woodbury

UNITED STATES ATTORNEY, SOUTHERN DISTRICT OF OHIO

Contact Info: Christopher R. Yates, Assistant United States Attorney
christopher.yates@usdoj.gov

Opportunity for: 1L, 2L

Position Description:

Legal interns in the United States Attorney's Office perform legal research, write legal memoranda and pleadings, help attorneys prepare for trial and attend pre-trial and trial proceedings. Legal interns choose to work primarily in either civil litigation or criminal prosecution and are assigned Assistant US Attorney(s) mentors on the basis of that expressed preference. There are also specialized units prosecuting drug crime, financial crime and health care fraud.

Compensation: Unpaid or for school credit

Submit the following: Resume, Cover Letter, Transcript, Writing Sample, Reference List

Participating in: Table Talk

Representative(s): Christopher R. Yates

UNITED STATES MARINE CORPS OFFICER PROGRAMS

Contact Info: Capt. Elvin Finnicum, Captain, Officer Selection Officer
elvin.finnicum@marines.usmc.mil

Opportunity for: 1L, 2L, 3L

Position Description:

Opportunity to lead Marines as a Marine Corps Judge Advocate.

Compensation: Paid

Submit the following: Resume

Participating in: Interviewing, Table Talk

Representative(s): Capt. Elvin Finnicum, Sgt. Dwayne Thompkins