Employer Guide to the John Glenn College of Public Affairs

Career Services | 614-292-9633
Overview of the Glenn College

The John Glenn College of Public Affairs was founded on the principle that an informed and involved citizenry is essential for democracy to thrive. The Glenn College’s programs equip students with the skills to become tomorrow’s citizen-leaders or public service professionals. The skills taught at the Glenn College give students the knowledge for civic engagement and the ability to make a lasting change in their communities and the nation.

Public affairs professionals provide leadership in the public and nonprofit sectors and make a lasting difference in their communities. The Glenn College teaches the skills that tomorrow’s public service professionals will need to face the many challenges in the public policy arena.

The John Glenn College traces its roots to the Ohio State University Division of Public Administration founded in 1969 which became the School of Public Administration in 1974. In 2006 this school merged with the John Glenn Institute to form the John Glenn School of Public Affairs. In 2015 the Ohio State University Board of Trustees granted the Glenn School college status thereby creating the John Glenn College of Public Affairs which solidified its permanent and independent status at OSU.

Sen. John Glenn and Mrs. Annie Glenn at the vote to grant the Glenn School college status.

Architects designed Page Hall to personify achievements of its main occupant – former astronaut and U.S. Senator John Glenn. Perched on the southeast corner of Ohio State’s oval, renovation was finished on the century-old building at the end of 2004, in time to become a permanent home to the John Glenn Institute of Public Service and Public Policy on its fifth anniversary.
Columbus

Columbus, Ohio, is a vibrant place to live, work and play. The Columbus region boasts hundreds of fine restaurants and is home to 20 theatre companies, 102 art galleries and 18 museums. The Ohio State University campus is within easy walking distance of many of the city’s cultural and entertainment landmarks. Come and visit - you’ll join visitors and residents alike who find it easy to embrace the area’s rich variety of cultural venues.

2015-2016 Key Dates

**Autumn Semester**
- FIRST DAY OF CLASS – AUG 25
- PUBLIC SECTOR ALUMNI RECEPTION – SEPT 15
- 2015 ALL-CAMPUS CAREER & INTERNSHIP FAIR – SEPT 15-17
- COLUMBUS IDEALIST GRAD FAIR – OCT 8
- FINAL DAY OF CLASS – DEC 9

**Spring Semester**
- FIRST DAY OF CLASS – JAN 11
- NO CLASS
- MLK JR. DAY – JAN 18
- SPRING BREAK – MARCH 14-18
- FINAL DAY OF CLASS – APRIL 25

Where do Glenn grduates go?

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>KEY CHARACTERISTICS</th>
<th>CLASS OF 2013-2014</th>
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<tbody>
<tr>
<td>Bachelor of Arts in Public Affairs</td>
<td>Prepared for entry level positions in public and nonprofit sectors</td>
<td>64</td>
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<td></td>
<td>Rigorous coursework in budgeting, finance, management, and quantitative analysis</td>
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<tr>
<td></td>
<td>Specializations in urban policy, nonprofit management, community organization, policy analysis, and education policy</td>
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<tr>
<td>In-Career Master of Arts in Public Policy and Management</td>
<td>Building on 3-plus years of relevant work experience</td>
<td>37</td>
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<td>Earned degree while working full-time</td>
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<td></td>
<td>Experience with real-world application of class concepts</td>
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<tr>
<td>Master of Public Administration</td>
<td>Significant coursework in finance, budgeting, policy, program evaluation, and quantitative analysis</td>
<td>45</td>
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<td></td>
<td>Over 90 percent completed practical experience such as an internship, graduate assistantship, or relevant part-time employment</td>
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Connecting with Glenn College students

The Glenn College represents a diverse array of students with a wide variety of skills and solid academic preparation.

Where do Glenn grduates go?

- 64 Bachelor of Arts in Public Affairs
- 37 In-Career Master of Arts in Public Policy and Management
- 45 Master of Public Administration
**Student organizations**

**John Glenn Public Affairs Student Association (PASA)**

PASA is the graduate student organization for the Glenn College. Its mission is to:
- Act as the official liaison between the students, faculty, and staff of the college.
- Provide a formal and informal communications network within the college and throughout Ohio State.
- Provide educational and professional programming to enhance career planning and preparation.
- Promote fellowship within the Glenn College’s program through social programming.
- Engage in public service through community service work.

PASA ultimately hopes to enhance the experience of Glenn College students through professional development, personal networking, or cohort-building.

If you are interested in connecting with Glenn College graduate students through PASA, contact President Kate Lewis-Lakin at lewis-lakin.1@osu.edu.

**Civic Leadership Council**

The John Glenn Civic Leadership Council (CLC) is the college’s undergraduate student organization.
- The CLC seeks to promote, broaden, and cultivate civic engagement and leadership among college students.
- Focused on four distinct pillars: policy, academics, service and community, the Civic Leadership Council provides an enriching environment to encourage active citizenship on campus and in the community. CLC’s broad variety of programming ranges from in-depth policy discussions to unique service projects, fostering academic support and lifelong friendships along the way.

CLC often hosts employers at their weekly meetings. If you are interested in speaking about your organization and career please contact the current president, Andy Krupin, at Krupin.1@osu.edu.

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**Experience Glenn College talent**

**Buckeye Careers Network**

The Glenn College has its very own job-posting network called Buckeye Careers Network. This tool provides an interactive, online portal through which students and employers can connect. Use this system to post full-time, part-time, and internship opportunities. This system is connected to the larger university-wide Buckeye Careers Network which will ensure maximum visibility of your opportunity to the entire OSU campus of more than 55,000 students! Buckeye Careers Network is 100 percent free of charge to use. Getting started is as easy as 1-2-3.

Visit our website at glenn.osu.edu/career

1: Scroll down and click on “Register and post internships/jobs to Friendship 7”

2: Register your new account and complete your Employer Profile.

3: Once your account is approved you can be free to post jobs, search through resume books, schedule events, and monitor your job postings.
Graduate Assistantship Program

At the Glenn College, our students have the skills necessary to help your organization tackle its largest problems. High-performing students each year are selected as Glenn College Graduate Assistants and are placed with local nonprofit, government, and private organizations. These customized partnerships allow the Glenn College to provide unique and valuable opportunities to students, partners, and the community as a whole.

Glenn College assistantships are prestigious and highly competitive, and are awarded on an annual basis to only the best and the brightest graduate students enrolled full-time in the Master of Public Administration program or the Ph.D. program in Public Policy and Management. If you are interested in setting up a Glenn College Graduate Assistantship with your organization, contact Alex Toomey, Assistant Director of Career Services, at toomey.25@osu.edu or 614-688-4942.

Partnership Benefits

- **Reliability**: Partner organizations enter into a yearly contract with the Glenn College, which ensures that the same person will provide 20 hours of work per week, for at least one year, and – if the contract is renewed – for up to two years. This helps partners significantly decrease time in the hiring and training process.

- **Lasting Impact**: Too often organizations do not have the staff or financial support to work on long-term projects—projects that might not satisfy an immediate need but that have the potential to bring about meaningful change to all areas of the organization. Glenn College Graduate Assistants can research, manage, and/or implement such long-term projects.

- **Trained Professionals**: Students are trained in public management, public finance, public policy, and data analysis. Our Graduate Assistants add value to our partner organizations with the analytical, research, and communication skills they learn in classes such as program evaluation, public policy formation, strategic planning, public budgeting and social media communications.

Washington Academic Internship Program

The John Glenn College of Public Affairs offers an exciting opportunity for Ohio State undergraduate students to study and work in the nation’s capital. WAIP selects outstanding undergraduates from any major to spend a semester in Washington, D.C., as John Glenn Fellows. Students work in field placements that reflect their particular areas of academic interest. Unlike other internships, students earn a full load of credit hours and may complete the WAIP program any semester.

If you are an employer in the Washington D.C. area and are interested in hosting a Glenn Fellow, please contact the WAIP Program Manager, Katy Hogan, and Hogan.124@osu.edu.
Starting an internship program

Over 90 percent of Glenn College students gain some sort of relevant work experience throughout the year. Internships are one of the best ways for future public servants to apply what they learn in class in a professional environment. During Fall and Spring semesters, the local Columbus area is the most popular internship destination. During summer semester, students can complete internships in any location they choose.

What can a good internship description do for you?

Would you like to hire an intern but are unsure of where to start? A quality internship description leaves them feeling enthused about the possibility of gaining experience with your organization. It also provides applicants with clear expectations, and will yield high quality candidates while also cutting down the amount of time spent screening unqualified applicants. Passion and excitement over various policy issues are mainly what motivates students to pursue opportunities, so it is imperative that the job tasks required relate to the mission of your organization. This will foster students’ dedication to your organization and the important work you do.

Components of a good job description

Job Title

Use a descriptive title naming the type of internship you are offering: Public Policy Intern, Government Affairs Intern, Development Intern, Etc.

Job Description

Briefly outline your organizational mission and purpose with enthusiasm. In a separate paragraph, summarize any major projects or duties the intern will be responsible for fulfilling. Following should be a description of what the intern can expect to learn and finally, what you consider to be the ideal candidate. Keep in mind that many of the students applying for internships will lack extensive professional experience. However, it is appropriate to ask for specific qualities your company or organization holds in high esteem (organization, communication skills, etc). And don’t forget to include compensation: hourly rate & hours per week, stipend, paid credits, etc. If the internship is unpaid please include this information as well.

Job Description Don’ts

- Don’t present the opportunity as mundane or boring
- Don’t neglect to offer a summary of your organization or company-students will pass you by if they don’t know what you are about
- Don’t embellish the job description. If clerical work (answering phones, filing, cold-calling) is involved, let the student know how often such tasks will be required – keeping in mind that clerical work should comprise no more than 20 percent of the internship duties.

Job Description Do’s

- Do use energetic language to describe the opportunity (example: – This is a great opportunity for anyone planning to begin a career in advocacy.)
- Do describe your ideal candidate using plenty of adjectives
- Do focus on what kind of learning experience you can provide for the student
- Begin with a captivating question to the reader (example: – Are you eager to begin a career in the nonprofit sector but can’t get started because you don’t have experience?)
Components of a good job description

Useful Phrases For Your Internship Description

- This is an exciting opportunity for anyone interested in pursuing a career in ______
- You will be offered the opportunity to work on important projects like_______
- The ideal candidate will possess the following skills...
- Intern will gain hands-on experience working in the field of_______
- Intern will be collaborating closely with Director/CEO/Project Assistant/etc.
- We are looking for assertive, energetic and creative people to join our team
- Assignments add value both to our organization and to your development as a professional in the field
- ______ majors will find this a valuable experience

Sample Internship Description

Title: Government Relations Intern

Intern will gain:
- Real-world knowledge of working with government agencies and community partners
- Hands-on strategizing and planning
- Exposure to organization via participation in regular staff meetings

Duties and Responsibilities:
- Intern will work with the Director to support program staff and advocate on behalf of the best interests of the organization and its constituents - primarily on local government relations issues, as well as some state and federal legislative and regulatory issues.
- Duties may include, but are not limited to, researching legislative/regulatory issues, updating legislative contact lists and other databases, scheduling and coordinating legislative meetings with elected officials and staff, and performing daily office activities.
- Participation in meetings/visits with elected officials and staff and meetings with organization leadership.

Qualifications:
- Must have at least obtained sophomore status
- Must be studying public affairs/administration
- Must be motivated, organized, and possess good communication skills
- Must be prepared to hit the ground running and work in a fast paced environment.

Schedule and Compensation:
- 20 hours per week around intern’s schedule during the academic year; up to 40 hours per week during the summer
- $10 per hour