OHIO LEGISLATIVE SERVICE COMMISSION
FELLOWSHIP PROGRAM
WORK FOR THE OHIO GENERAL ASSEMBLY FOR A YEAR!

APPLICATION PACKETS MUST BE POSTMARKED BY:

Legislative:
April 1, 2018
22 Positions
Available

Telecommunications:
April 30, 2018
2 Positions
Available

$31,200 ANNUAL SALARY
FULL STATE OF OHIO BENEFITS
BONUS OPTION OF UP TO $2,000

APPLICATION AND MORE INFORMATION AT:
WWW.LSC.OHIO.GOV

THESE FULL-TIME FELLOWSHIP POSITIONS BEGIN THE FIRST WEEK
OF DECEMBER 2018 AND CONTINUE THROUGH DECEMBER 31, 2019

ALL BACKGROUNDS WELCOME AND NO POLITICAL EXPERIENCE REQUIRED

CONTACT INFORMATION:
OHIO LEGISLATIVE SERVICE COMMISSION FELLOWSHIP PROGRAM
77 S. HIGH STREET, 9TH FLOOR
COLUMBUS, OHIO 43215
(614) 466-3615
FELLOWSHIP@LSC.OHIO.GOV
2019

Legislative Fellowship Program

PAID, full-time, professional, 13-month experience for college graduates

The Ohio Legislative Service Commission

www.lsc.ohio.gov
The Ohio Legislative Service Commission
2019 Legislative Fellowship Program
2018-2019

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Program introduction

The Ohio General Assembly, through the Ohio Legislative Service Commission (LSC), has sponsored a legislative fellowship program for over 50 years, now with over 900 alumni. This unique program provides participants of all ages, backgrounds, and experiences with an introduction to state government and promotes careers in public service.

Traditionally, 20 fellows are assigned to work with members of the Ohio General Assembly, two with Ohio Government Telecommunications (OGT)/The Ohio Channel, and one or two with the LSC research or fiscal staff. The program objectives are to:

- Encourage outstanding college graduates to pursue careers in public service;
- Provide practical experience in the legislative process and legislative research;
- Develop a group of trained personnel from which persons may be recruited for permanent staff positions;
- Provide staff assistance to Ohio’s elected officials.

Who should apply

Those who have an interest in public service, government, and/or the political system are encouraged to apply to the program, regardless of their college major or prior experience. Successful applicants are generally motivated by the opportunity to broaden their perspectives, gain practical experience, and have time for reflection regarding future career goals.

Fellow duties

LSC fellows engage in numerous activities and are given a variety of responsibilities. Specific duties depend on a fellow’s assignment; however, most fellows perform some common duties. One of the primary responsibilities of most fellows is to assist legislators with constituent work. Constituent work requires fellows to assist the residents of a member’s district when they have a problem or concern that involves a state issue or state program.

In addition to constituent work, fellows’ duties usually include writing assignments such as press releases, newsletters, speeches, and committee memorandums. Fellows also may be asked to research public policy issues or legislation, and attend committees and other meetings.

Occasionally, a fellow may be asked to travel to a member’s district for events and/or meetings. Fellows also assist with various office and administrative duties. These may include, but are not limited to, database maintenance, scheduling, filing, and office correspondence.

"The Fellowship experience led me to enriching interactions and provided me with an inside view of the workings of state government in Ohio. I trust I will use the skills I have gained and the relationships I have built to improve myself far into the future."

David Roper, 2014 LSC Fellow
B.A. Government and Foreign Affairs
Walsh University
Assignments

Twenty fellows are assigned to work in the Ohio Senate or the Ohio House of Representatives, though some may focus on communications work in caucus communications departments. These fellows normally engage in the previously described duties.

One or two fellows work directly for the nonpartisan LSC. Their duties may include researching legislative issues and drafting legislation or providing fiscal services. These fellows also monitor floor sessions of the Ohio House.

Finally, two fellows work with OGT/The Ohio Channel. These fellows operate cameras for broadcasting legislative sessions and assist with other studio and field productions. Please contact LSC for additional information describing the specific duties of the two OGT positions. The application deadline and requirements for the OGT positions are different from the legislative positions.

Seminars

In addition to their daily responsibilities, the fellows participate in monthly seminars designed to expand upon an issue or aspect of the state. Seminars may have various formats and have included visits to state facilities, meetings with state officials, and exploration of industries and issues around the state.

Qualifications

Applicants must submit a packet of all application materials by the April 1, 2018, postmark deadline, and have completed at least a bachelor’s degree program by December 2018.

Persons with graduate or law degrees also may apply. There are no requirements placed on major fields of study except for the two fellows assigned to OGT/The Ohio Channel, who must have a telecommunications or related degree.

Most successful applicants have a strong academic record, and all have excellent written and oral communication skills.

Residents and nonresidents of the state of Ohio may apply. Prior political involvement or participation in a political party is not required.

“There is nothing like the Fellowship. The days literally fly by in the best way possible. Even though the year ends in a blink, the experience is truly rewarding. With all the amazing people you meet and the memories you can make every day, the Fellowship is an incredible opportunity.”

Maggie O’Shea, 2015 LSC Fellow
B.A. English
Ohio State University
Benefits

LSC fellows are paid $31,200 annually with an opportunity to earn an additional bonus of up to $2,000 upon completion of the program. Fellows receive sick leave, personal leave, vacation leave, and paid holidays, and at the discretion of LSC, may receive compensatory time off for overtime worked.

Fellows are immediately eligible to participate in the health care plan offered by the state and, after one year of continuous state service, are eligible for dental and vision coverage.

All fellows must participate in the Ohio Public Employees Retirement System. Deductions made on behalf of the retirement system are refundable, according to current federal law and state regulations, upon termination of state employment.

Future employment

The Fellowship program provides full-time, temporary employment lasting for 13 months. Two of the objectives of the program, however, are to “develop a group of trained personnel from which persons may be recruited for permanent staff positions” and to “encourage outstanding college graduates to pursue careers in public service.”

The program has been successful in meeting these objectives. Although no promises can be made to any fellow regarding employment with the General Assembly or the state of Ohio following the program, many fellows are employed by state, local, or federal government agencies upon completion of their fellowships. Frequently, fellows are offered permanent positions with the General Assembly as legislative staff and as legislative liaisons for various state agencies. In the private sector, fellows have obtained employment with lobbying or public relations firms.

A directory of former fellows and their current professions is available on our website at www.lsc.ohio.gov/fellowship/directory.html.

Application procedures

To be considered for the 2019 program, one complete application packet must be postmarked on or before April 1, 2018, and must include each of the following items:

- a 2019 Legislative Application form;
- a résumé;
- transcript(s) from each college or university attended (for more than one quarter or semester);

“The Fellowship is a wonderful opportunity to gain firsthand experience in the policy making process while also being able to network with others. Whether it is helping a constituent with an issue, performing legislative research, or taking advantage of LSC seminars, you are sure to receive a well rounded and comprehensive understanding of state government.”

Steven Blalock, 2012 LSC Fellow
B.A. International Studies, Old Dominion University
M.A. Political Science, Ohio University
• two sealed letters of recommendation; and
• a carefully edited two- to four-page typewritten personal statement.

Letters of recommendation typically are written by persons familiar with your academic work, employment experience, and/or extracurricular activities. Applicants are requested not to submit letters of recommendation from elected public officials unless they were employed by those officials and the recommendation relates directly to work performance.

All items must be collected by the applicant and sent to the Ohio Legislative Service Commission as one complete application packet. LSC will not accept materials that are sent via fax machine or email.

Personal interviews are conducted with selected applicants during the months of April and May. Every effort is made to complete the selection process by the end of May.

Those initially selected as fellows will be offered positions contingent on the satisfactory completion of a background check conducted with the applicant’s prior approval.

Orientation program

The successful applicants will start their fellowship the first week of December 2018. A seven-day orientation program may include discussions of the legislative process; meetings with legislators, other elected officials, and staff; exercises in legislative research; workshops on useful skills and resources; and tours of state government offices and facilities.

Informational tours

LSC offers informational tours on most Mondays and Fridays in late January through March. These brief sessions provide detailed information about the program, which may assist individuals in deciding whether or not to apply for a fellowship position. The tours also provide an opportunity for prospective applicants to meet program staff and current fellows, and to see the Vern Riffe Center and the Statehouse. To sign up for a tour, contact program assistant Stefanie Thurman after the first of the year at (614) 644-1326.

“I am amazed at the amount of knowledge and insight I gained during my time as a fellow. I set out to learn the legislative process, but was destined for much more. Fellows have numerous opportunities to develop their communication skills, make professional contacts, and build long-lasting friendships. Skills acquired during one’s time as a fellow are invaluable and sure to prove beneficial in future endeavors.”

Andrea Magaña Lewis, 2013 LSC Fellow
B.S. Human Ecology & M.A. Middle Childhood Education
Ohio State University
Frequently Asked Questions

What if I am scheduled to graduate in December?
Applicants graduating in December are eligible to apply for the program; the only requirement is that you must be able to attend the majority of the orientation program during the first week and a half of December.

Do I have to be a recent college graduate to apply?
It does not matter when you received your undergraduate degree; we just require that you have one to be eligible for the program.

Will it hurt my chances of becoming a fellow if I do not attend an informational tour?
Not at all. The visits are meant to be informal and helpful in gaining more information about the program. They give you an opportunity to meet with current fellows and administrators and ask them questions, but we do not want anyone to unnecessarily miss work or class to come for a visit. If it is convenient for you, please schedule a visit.

Will you accept more than the required two letters of recommendation?
We will not accept more than the two letters of recommendation that we ask for, so please only submit two.

Is there a particular way the letters should be written and/or addressed? Can they be emailed and/or faxed to your office?
There is no particular way we would like the letters to be written; however, we do require that the letters be sealed and submitted with your application package. No faxed, emailed, or late submission of letters will be accepted or considered.

Is there a particular way the personal statement should be written?
You have free rein to write on whatever you would like; we just require that the personal statement be at least two pages but no more than four pages long. It can be single or double spaced. We will use it to evaluate your writing skills.

Do I need to fill out an Ohio civil service application?
No, the Legislative Service Commission does not accept civil service applications.

"I was not politically savvy before I started the Fellowship. Once notified of my acceptance, I tried to prepare as much as possible; however, there is nothing that can completely prepare you for the job. I’ve learned that fellows must be flexible and willing to press through whatever comes their way. I love the Fellowship program; this was one of the greatest experiences of my life!"
Lori White-Sanders, 2014 LSC Fellow
B.S. Biology, Edward Waters College
M.B.A. Business Administration Management, Ursuline College
Can application materials be sent in separately, or do they need to be sent in all together?
Materials must be sent together as one application packet. Request that all transcripts and letters of recommendation be sent to you first and then submit them unopened (sealed) with the other required materials.

Do my college transcripts need to be official, or can I send a copy? Do I need to send transcripts from all of the higher education institutions I have attended?
Yes, you can send a copy. Transcripts do not have to be official but must come from each college and university you have attended (for more than one quarter or semester), including community college and postgraduate work.

Does the packet of application materials need to arrive by April 1, or can it be postmarked by April 1?
All packets of application materials postmarked on April 1, or before, will be considered on time.

What are the required work hours? Will I have to work overtime? Will I have time to have a second job or attend classes after work?
The required work hours are 8:30 to 5:00, Monday through Friday. Depending on the activity of the General Assembly, you may be asked to work late hours or to come in early. Fellows may receive some compensatory time for additional time worked beyond the 40 hours in a week. In the past, some fellows have secured part-time jobs or attended evening classes, with the understanding that their first priority is their commitment to the Fellowship program, requiring them to keep their evenings flexible.

What is the application process for the telecommunications fellowship?
Two telecommunications fellows are hired to work with Ohio Government Telecommunications (OGT)/The Ohio Channel. Applicants must have a telecommunications-related degree or previous television production experience. A separate application is required and can be obtained from the LSC website or by contacting LSC. The telecommunications deadline is April 30. Applicants may apply to both programs.

Applicants needing an accommodation to participate in the application process, Statehouse tour, or interviews should contact the office listed below. Application materials may be obtained from the LSC website or by writing or calling:

Ohio Legislative Service Commission
Fellowship Program
Vern Riffe Center
77 S. High Street, Ninth Floor
Columbus, OH 43215-6136
www.lsc.ohio.gov
(614) 466-3615

Fellowship Program Coordinator:
Tynita M. White
tynita.white@lsc.ohio.gov

Program Administrator:
Randy Anderson
randy.anderson@lsc.ohio.gov

The Ohio Legislative Service Commission is an equal opportunity employer.
The Legislative Service Commission Legislative Fellowship Program
...launching careers in public service since 1963
Telecommunications Fellowship Program

PAID, full-time, professional, 13-month experience for college graduates

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The Ohio Legislative Service Commission
2019 Telecommunications Fellowship Program
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Program introduction

The Ohio General Assembly, through the Ohio Legislative Service Commission (LSC), has sponsored a legislative fellowship program for over 50 years, now with over 900 alumni. This unique program provides participants of all ages, backgrounds, and experiences with an introduction to state government and promotes careers in public service.

Traditionally, 20 fellows are assigned to work with members of the Ohio General Assembly, two with Ohio Government Telecommunications (OGT)/The Ohio Channel, and one or two with the LSC research or fiscal staff. The two fellows assigned to OGT work in the Statehouse as production assistants to the production manager.

The objectives of the telecommunications fellowship program are to provide a professional environment in which fellows can enhance existing and learn new video production skills, promote knowledge of the state legislative process, and provide assistance to Ohio's elected officials.

Fellow duties and equipment

Telecommunications fellows work as production assistants supervised by the production coordinator of OGT. Their duties include studio and field production assignments such as camera operation, floor directing, control room directing, research, script writing, editing, lighting, videography, and audio and graphics production.

Fellows have the opportunity to work with state-of-the-art equipment, including DSLR and HD cameras, cranes, sliders, a green screen, and non-linear editing programs. They are able to observe the legislative process as they remotely operate multiple cameras for legislative sessions and committee hearings. They also are actively involved in producing broadcast and web-hosted governmental, contract, educational, historical, and art programming. Additionally, the telecommunications fellows participate with the legislative fellows in program activities such as the orientation program and monthly seminars.

OGT facility

OGT is the state's television production facility. In addition, OGT produces and manages The Ohio Channel, a statewide PBS public affairs broadcast channel.

"The Fellowship provided an amazing stepping stone in my life. Not only did it propel me into the professional world, but it created an environment for me to explore many different career opportunities and ultimately helped me decide what I wanted to pursue."

Andy Chow, 2010 LSC Fellow
B.A. Broadcasting
Otterbein University
OGT is a full service digital broadcast production facility that produces gavel-to-gavel coverage of official state events, documentaries, interactive media and DVDs, as well as website videos, content for multimedia kiosks and other educational productions. In addition, OGT works with other state agencies to live stream and archive video on the web.

OGT has won numerous awards including an Emmy and several Tellys for their production work. Post-production facilities use non-linear systems, including Final Cut Pro, Motion, and Adobe Premiere Pro.

With strong demands for high quality productions, OGT works to foster a creative environment that encourages professional and skill development. OGT helps to train the fellows in the various demands of digital production in an energetic arena.

Qualifications

Persons who wish to apply for the telecommunications fellow positions must:

1. Complete at least a bachelor’s degree program by December 2018, with a major or minor in at least one of the following areas*

   • Mass Media Communications
   • Journalism (Broadcast or Video & Film)
   • Communications/Communication Arts (Electronic Media, Broadcasting)
   • Telecommunications
   • Radio/Television

2. Have production experience in one or more of the following areas: videography, editing, directing, lighting, and/or audio production;

3. Have excellent written and oral communications skills; and

4. Submit a packet of all application materials postmarked on or before April 30, 2018.

In addition, applicants are expected to have a strong overall academic record. Residents and nonresidents of the state of Ohio may apply. Prior political involvement or participation in a political party is not required.

*A bachelor’s degree in another area of study may be acceptable if the applicant has acquired the requisite video production skills as evidenced by the resumé and demo reel.

Benefits

Fellows are paid $31,200 annually with an opportunity to earn an additional bonus of up to $2,000 for length of service in the program. Fellows receive sick leave, personal leave, vacation leave, paid holidays and, at the discretion of

"The Fellowship is a great opportunity to get an inside understanding of the legislative process. The program also opens the door to countless opportunities and an expedited learning experience. Furthermore, you create amazing bonds and friendships along the way."

Charles Hairston, 2014 LSC Fellow
B.F.A. Art and Technology
The Ohio State University
LSC, may receive compensatory time off for overtime worked.

Fellows are immediately eligible to participate in the health plan offered by the state and, after one year of continuous service, are eligible for dental and vision coverage.

All fellows must participate in the Ohio Public Employees Retirement System. Deductions made on behalf of the retirement system are refundable, according to current federal law and state regulations, upon termination of state employment.

**Application procedures**

To be considered for the 2019 program, one complete application packet must be postmarked on or before April 30, 2018, and must include one original of each of the following items:

- a 2019 Telecommunications Application form;
- a résumé;
- transcript(s) from each college or university attended (for more than one quarter or semester);
- two sealed letters of recommendation;
- a carefully edited two- to four-page typewritten personal statement; and
- a five-minute (max) demo reel publicly accessible via web link with your name and duties related to the project(s) clearly indicated.

The five-minute demo reel is the most important component of the application materials. Attention to technical broadcast standards, as well as content, will be taken into consideration when evaluating the overall quality of your work. The submissions given the most credit are those that clearly indicate the applicant's work on each segment (videography, editing, etc.).

Letters of recommendation typically are written by persons familiar with your academic work, employment experience, and extracurricular activities. Applicants are requested not to submit letters of recommendation from elected public officials unless they were employed by those officials and the recommendation relates directly to work performance.

All items must be collected by the applicant and sent to the Ohio Legislative Service Commission as one complete application packet. The Commission will not accept application forms, résumés, personal statements, transcripts, or letters of recommendation that are sent via fax machine or email.

"This program has broadened my knowledge of electronic media, technology, and professionalism. With hands-on experience and daily critical thinking, I have developed the skills and confidence to continue my career in the communications field."

Eric Porter, 2010 LSC Fellow
B.A. Communication Art
Ohio Northern University
All complete application packets postmarked by the deadline are reviewed and a select number of applicants will be chosen to participate in the interview process. The interview process will be held in June.

Final selections will be made from the applicants chosen to participate in the interview process. Those initially selected as fellows will be offered positions contingent upon the satisfactory completion of a background check conducted with the applicant's prior written approval.

Orientation program

The successful applicants will start their fellowship the first week of December 2018. A seven-day orientation program may include discussions of the legislative process; meetings with legislators, other elected officials, and staff; exercises in legislative research; workshops on useful skills and resources; and tours of state government offices and facilities. This will prepare the fellows for their roles operating cameras for legislative sessions.

Assignments

The telecommunications fellows work with the production manager of OGT and one or two fellows provide staff assistance to LSC directly. The remaining fellows will provide staff assistance to members of the General Assembly and are divided among the four political caucuses: Senate Republicans, Senate Democrats, House Republicans, and House Democrats.

Seminars

In addition to their telecommunications-related responsibilities, the fellows participate with the legislative fellows in monthly seminars for the purpose of learning about government-related issues or agencies. Seminars may have various formats depending on the interests of the fellows and have included visits to state facilities, meetings with state officials, and exploration of various state industries and issues.

Informational tours

Interested persons are encouraged to arrange a visit to OGT if their schedule permits. A visit enables prospective applicants to acquire more detailed information about the program, which will assist them in deciding whether or not to apply to the program. The visit also allows applicants the opportunity to meet the program administrators, current fellows, and OGT staff. Tours may be scheduled beginning in February and continuing through April. To schedule a tour, please contact the fellowship coordinator.

"The Fellowship has been the greatest learning experience of my life. I can honestly say that I can now work in a production environment with confidence. This Fellowship has made me a better videographer and editor than I ever imagined myself to be. The things I learned here are invaluable."

Dezra Robinson, 2015 LSC Fellow
B.S. Mass Media Communications
University of Akron
Frequently Asked Questions
What if I am scheduled to graduate in December?
Applicants graduating in December are eligible to apply for the program; the only requirement is that you must be able to attend the majority of the orientation program during the first seven days of December.

Do I have to be a recent college graduate to apply?
It does not matter when you received your undergraduate degree; we just require that you have one to be eligible for the program.

Will it hurt my chances of becoming a fellow if I do not attend an informational tour?
Not at all. The visits are meant to be informal and helpful in gaining more information about the program. They give you an opportunity to meet with current fellows and administrators and ask them questions, but we do not want anyone to unnecessarily miss work or class to come for a visit. If it is convenient for you, please schedule a visit.

Will you accept more than the required two letters of recommendation?
We will not accept more than the two letters of recommendation that we ask for, so please only submit two.

Is there a particular way the letters should be written and/or addressed? Can they be emailed and/or faxed to your office?
There is no particular way we would like the letters to be written; however, we do require that the letters be sealed and submitted with your application packet. No faxed, emailed, or late submission of letters will be accepted or considered.

Is there a particular way the personal statement should be written?
You have free rein to write on whatever you would like; we just require that the personal statement be at least two pages but no more than four pages long. It can be single or double spaced. We will use it to evaluate your writing skills.

Do I need to fill out an Ohio civil service application?
No, the Legislative Service Commission does not accept civil service applications.

Can application materials be sent separately, or do they need to be sent in all together?
Materials must be sent together as one application packet. Request that all transcripts and letters of recommendation be sent to you first and then submit them unopened (sealed) with the other required materials.

"Every day, you’re shooting, running audio, lighting, and editing on a variety of projects. You get to use state-of-the-art equipment and learn from a team of very talented producers. Plus, a year of experience at a statewide PBS station is a great addition to any résumé."
Leah Jubara, 2011 LSC Fellow
B.S. Television, Radio, & Film
Syracuse University
Do my college transcripts need to be official, or can I send a copy? Do I need to send transcripts from all of the higher education institutions I have attended?
Yes, you can send a copy. Transcripts do not have to be official, but must come from each college and university you have attended (for more than one quarter or semester), including community college and postgraduate work.

Does the packet of application materials need to arrive by April 30, or can it be postmarked by April 30?
All packets of application materials postmarked on or before April 30 will be considered on time.

What are the required work hours? Will I have to work overtime? Will I have time to have a second job or attend classes after work?
The regular required work hours are 8:30 to 5:00, Monday through Friday (hours during the orientation program and for seminars may vary). Depending on the activity of the General Assembly, you may be asked to work late hours or to come in early. Fellows may receive some compensatory time for additional time worked beyond the 40 hours in a week. In the past, some fellows have secured part-time jobs or attended evening classes, with the understanding that their first priority is their commitment to the Fellowship program, requiring them to keep their evenings flexible.

What is the application process for the legislative fellowship?
Legislative fellows are assigned to work in the Ohio House of Representatives, the Ohio Senate, and the Legislative Service Commission. Since their duties and application requirements are slightly different than those for the telecommunications fellows, a separate application is required. Legislative fellowship applications are available on the LSC website or by contacting the fellowship coordinator. The legislative program deadline is April 1, 2018. Applicants may apply to both programs.

Applicants needing an accommodation to participate in the application process, Statehouse tour, or interviews should contact the office listed below. Application materials may be obtained from the LSC website or by writing or calling:

Ohio Legislative Service Commission
Fellowship Program
Vern Riffe Center
77 S. High Street, Ninth Floor
Columbus, OH 43215-6136
www.lsc.ohio.gov
(614) 466-3615

Fellowship Coordinator:
Tynita M. White
tynita.white@lsc.ohio.gov

The Ohio Legislative Service Commission is an equal opportunity employer.

If you would like to learn more about Ohio Government Telecommunications (OGT)/The Ohio Channel, please visit their website at www.ohiochannel.org or contact OGT Production Coordinator Megan Wycuff at (614) 728-6892 or mwycuff@ogtv.org.
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...launching careers in public service since 1963