

# COLLEGE INTERNS

**SOURCE: OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES & OHIO EPA ADMINISTRATION**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **College Intern Policy:**

1. The purpose of the College intern program is to expose and involve students in various aspects of environmental regulation, science and education.
2. To apply for a College Intern position students must be currently enrolled in a college degree program directly related to the position, and not scheduled to graduate until after completion of the internship position requirements. Proof of enrollment will be required.
3. College interns are unclassified positions and are not covered by the OCSEA/AFSCME Bargaining Unit Agreement.
4. The pay range for college interns is set by the Department of Administrative Services. The pay rate is determined by the Office of Employee Services.
5. Appointments to college intern positions will not exceed a total of 19 weeks per calendar year (Jan 1<sup>st</sup>- Dec 31<sup>st</sup>).
6. Appointments to college intern positions may not exceed 3 assignments.
7. Qualifying interns may be returned to their previously held positions, for the calendar year following their previous employment as long as no more than one semester/quarter has elapsed since their separation and their performance was satisfactory.
8. Interns who return to school for more than one semester/quarter must reapply for consideration.
9. The employment process for hiring college interns is the same as the process for hiring full-time permanent employees.

See: Employment, The Application Process.