



THE SUPREME COURT of OHIO

65 South Front Street, Columbus, Ohio 43215-3431

Civic Education Section Summer and Fall 2025 Non-Legal Externship Opportunity

The Civic Education Section has an unpaid externship opportunity for the Summer and Fall 2025 semester. Only candidates seeking academic credit will be considered for this opportunity.

The Civic Education Section offers education programming and outreach efforts for visitors to the court and the public, by conducting tours, coordinating the Off-site Court program, working with local, state, national and international visitor groups, organizing special events, and increasing the Court's art, history, and educational resources.

Communications, History, Education or related field

- Contact: Stacey Gall
- Opening for Spring 2025
- Number of positions: 2 per semester

Flexible, can work with student's schedule.

For the Summer semester 20 hours per week. For the Fall semester 10 hours per week. On-site work environment.

Externs will assist with research, writing, and content development for educational resources, social media, and outreach programs. Other responsibilities include assisting with or leading guided tours for audiences of all ages, promoting the Court's education initiatives at outreach events across the state, and completing administrative tasks to support the office's daily operations.

The ideal extern has experience in public speaking, communication, social media management, writing, and/or education programming. Valid driver's license and transportation for off-site outreach events preferred.

*If you are interested in this position, email your resume and cover letter to HumanResources@sc.ohio.gov by **Friday, February 21, 2025**. Be sure to include a cover letter, indicate the office you are interested in, and the level of law school you have completed.*

Background Check

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.