

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Public Utility Rate Analyst Intern	155104
Agency	Division/Unit
Public Service Commission	Division of Energy Regulation and Analysis / Bureau of Rates and Finance / Rates Unit
Anticipated Weekly Hours	Hourly Pay Range
40	\$19.00 - \$25.46
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Administrative Policy	Business, HR & Finance

Position Summary

Under the general supervision of the Bureau Director of Rates and Finance, this position works closely with the Rate Analysts to research, analyze and summarize electric and gas rate policies and programs in other states. These may include electric vehicle charging, small wind and solar generation rules and compensation, and customer load reduction/management programs. This position may have other duties as assigned by the Bureau Director of Rates and Finance.

Position Duties

- Identify areas of electric and natural gas rate policies worthy of Commission investigation.
- Research electric and natural gas policies across the state and nation.
- Present research findings to the Rates Team.
- Work with Rate Analysts to perform rate analysis.
- Provide general rate comparisons of electric and gas utilities regulated by the Commission.

Requested Knowledge, Skills, and Abilities

1. Ability to research, prioritize, interpret, and present information.
2. Ability to establish and maintain effective cooperative relationships with co-workers, the public, department personnel, and local, state, federal and private officials, associations, and organizations.
3. Effective written and verbal communication skills.
4. Ability to function in a team environment.
5. Research and analytical problem-solving skills.
6. Computer skills – technical skills to effectively understand and use software and technology tools, Microsoft Office products, Internet, etc.

Position Title

DNR Information and Records Assistant

Position Number

370124

Agency

Department of Natural Resources

Division/Unit

Internal Services

Anticipated Weekly Hours

20

Hourly Pay Range

\$18.00 - \$20.00

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Comments about the position

Flexible work schedule. Position can work 5 (4) hour days in the morning or afternoon, or position can work 2 (8) hour days and one (4) hour day.

Position Summary

This position assists the DNR IT Core Services Supervisor with a range of records and forms management activities across the department's divisions, bureaus, and regions. Key responsibilities include supporting the maintenance and organization of essential records, managing both electronic and hard-copy files, and ensuring data integrity within records management systems. The role also involves assisting with SMARSH database updates and manipulation, providing consultation to department staff on records practices, and supporting effective use of information systems. Comprehensive training will be provided in all areas to ensure proficiency and confidence in all responsibilities.

Position Duties

65% Forms, Records & Database Management

- Assist in organizing, indexing, and maintaining both digital and physical records.
- Support data entry and updates in records management databases.
- Ensure accuracy and integrity of records through regular checks and quality control.
- Work inside the SMARSH database
- Use of Cherwell ITSM

20% Records Retention and Disposal

- Help apply records retention schedules and identify records ready for archiving or disposal.
- Support secure disposal procedures in line with compliance requirements.

10% Project Assignments and Support

- Participate in special projects related to records management or digitalization efforts.
- Assist team members with ongoing tasks and project-based assignments as needed.

5% Organizational Responsiveness

- Respond to internal inquiries and requests regarding records or information management.
- Demonstrate adaptability and a proactive approach to assigned duties.

Requested Knowledge, Skills, and Abilities

Attention to Detail and Accuracy

- Strong detail orientation, especially when organizing, entering, or reviewing records to ensure data integrity and compliance with departmental standards.

Communication and Interpersonal Skills

- Ability to provide clear and effective consultation and support to department staff, along with a customer service mindset to assist end-users and coordinators.

Adaptability and Willingness to Learn

- Openness to continuous learning and training in new records and forms management tools, systems, and processes.

Organizational and Time Management Skills

- Proficiency in prioritizing tasks, managing time effectively, and balancing multiple responsibilities within the department's records and forms management framework.

Analytical and Problem-Solving Abilities

- Capability to identify issues within records processes or database management and suggest improvements or troubleshoot problems as they arise.

Position Title

Waste and Materials Management Environmental Program Associate

Position Number

370128

Agency

Department of Natural Resources

Division/Unit

Environmental Mangement

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.89 - \$23.41

Remote Work

Hybrid; Up to 60% of hours worked per week, 40% must be spent in the office. estimated hours remote

Number of Hires

3

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Comments about the position

Note: Occasional travel to meetings and site visits around the state may be requested.

Position Summary

This position is responsible for developing, administering and maintaining the owner financial responsibility program by evaluating proof mechanisms; conducting record reviews; providing recommendations and interpretations of enforcement options; conducting reviews of inspection documentation and developing and using a tracking system.

Position Duties

- 65% Administer, develop, implement and maintain the Owner Financial Responsibility program for solid waste and hazardous waste facilities.
- 25% Date and File Management
- 10% Office Management and file systems.

Requested Knowledge, Skills, and Abilities

Familiarity with excel and Microsoft programs, organizational skills, good communication skills, background in environmental studies or data systems.

Position Title

Research Analyst

Position Number

395111

Agency

Department of Transportation

Division/Unit

Division of Budget and Strategic Initiatives

Anticipated Weekly Hours

35 - 40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Hybrid; 24 - 32 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

This position will perform a variety of data analysis and research activities relating to multi-modal safety data and research program policy development. The position will sit in the WisDOT Division of Budget and Strategic Initiatives, Bureau of Performance Improvement, Research and Strategic Initiatives (PIRSI) and report to the Performance, Research and Library Section. The intern activities will directly support the Department's mission to provide leadership in the development and operation of a safe and efficient transportation system through the development of analyses for the Safety First initiative and the federally-funded research program. Reports and findings will be shared with Division staff and Department leadership. The Research Analyst intern will participate in Division and Bureau level meetings and work collaboratively with department staff.

Position Duties

Conduct trends analysis of DOT research projects funding history compared to other DOTs and national research organizations for projects of similar duration and scope; conduct analysis of Wisconsin DOT research project topical areas compared to other state DOTs and national research organizations to identify and recommend areas of growth for the research program; develop and execute data analysis processes to analyze multi-modal subsets of crash data; learn and apply relevant federal regulations and state policies in formulating program improvement processes; conduct data review of crash data; develop findings, presentations and written reports; convert technical information into non-technical written formats.

Requested Knowledge, Skills, and Abilities

- Excellent research skills
- Skills in the use of Microsoft Office Suite, including Word, Excel, PowerPoint, SharePoint and Outlook
- Skills in the use of computer software packages used for analysis and reporting purposes
- Knowledge of mathematical and statistical processing methods, including trend analysis, statistical significance
- Ability to communicate effectively – both written and verbally
- Ability to convert and convey technical information to non-technical audiences
- Knowledge of applied policy and program analysis techniques including research, data collection and quantitative analysis methods

Position Title

Program and Policy Intern

Position Number

435101

Agency

Department of Health Services

Division/Unit

OS/OHE

Anticipated Weekly Hours

40

Hourly Pay Range

\$18.50 - \$19.25

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

The Program & Policy Intern will work within the Office of Health Equity (OHE) on policy and procedure development focused on health equity initiatives. OHE works to help ensure that all Wisconsinites have access to the resources needed to promote health and well being.

Position Duties

Duties of the internship may vary based on interest of the intern and program needs. Duties may include:

- Enhancing workforce culture.
- Assisting with the review and development of policies focused on promoting health equity.
- Engaging with community partners.
- Data analysis and visualization.

Requested Knowledge, Skills, and Abilities

- Organizational skills.
- Oral and written communication skills.
- Ability to work both independently and in group settings.
- Skill in using Microsoft Suite and video conferencing applications (e.g. Zoom, Teams, etc.).
- Knowledge of health equity principles including social determinants of health and health disparities.

**Pay may be more for higher levels of education.

Position Title Auditor Intern	Position Number 435110
Agency Department of Health Services	Division/Unit Office of the Inspector General Program Integrity and Compliance Section
Anticipated Weekly Hours 40	Hourly Pay Range \$18.50 - \$19.25
Remote Work Fully Remote	Number of Hires 1
County(s) Statewide	City(s) Statewide
Related areas of interest or study Administrative Policy	Wisconsin Government Job Category Business, HR & Finance

Comments about the position

There may be some required in-person meetings in Madison, WI, including onboarding.

Position Summary

As a member of the Managed and Long Term Care Team in the Office of the Inspector General (OIG), the Auditor Intern will assist with a variety of program integrity initiatives to protect the tax payers of Wisconsin against fraud, waste, and abuse in the Medicaid program.

Position Duties

The intern will assist the Managed and Long-Term Care Team with program integrity initiatives. There will be an opportunity to compile and analyze data from program integrity reports and other sources for BadgerCare and SSI Medicaid programs, Family Care program, and the IRIS program. Results of the analysis will help protect against fraud, waste, and abuse to ensure the best care is being provided to Medicaid enrollees by protecting the taxpayers of Wisconsin. Additionally, there will be opportunities to assist with investigating and writing fraud referrals, completing provider audits, presenting at quarterly program integrity meetings, completing provider suspension analysis and other various program integrity initiatives outlined in the teams' charters and work plans for the current calendar year.

Requested Knowledge, Skills, and Abilities

- Ability to analyze data and information in a variety of formats and draw appropriate conclusions.
- Ability to communicate professionally and provide excellent customer service while working with our partners.
- Ability to document results of analysis with a variety of stakeholders including presentations, charts, graphs, and written reports.
- Knowledge of Microsoft Office suite.

**Pay may be more for higher levels of education.

Position Title Preparedness Policy and Program Intern	Position Number 435112
Agency Department of Health Services	Division/Unit DPH/OPEHC

Anticipated Weekly Hours

15 - 20

Hourly Pay Range

\$18.50 - \$19.25

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Comments about the position

Equipment pickup and orientation will take place at 1 W Wilson Street in Madison, WI.

Position Summary

The Preparedness Policy and Program Intern will coordinate with the Office of Preparedness and Emergency Health Care (OPEHC) state trauma coordinator, hospital preparedness program coordinator, public health emergency preparedness coordinator, and other team members. This position will assist in developing strategic and state plans. Plan development includes literature review on other state plans across the nation, outlining drafts of a Wisconsin plan, and collection of Wisconsin information in various categories. This position will assist program managers in creating work plans, tracking performance, and aligning evaluations with federal and state policy.

Position Duties

- Assist with State Plan planning and development.
- Review available data, demographics, state requirements, other state plans, and OPEHC team submissions to identify priority areas needing attention in a State Plan.
- Analyze and incorporate data and program manager priorities into a conceptual framework.
- Draft Plan goals, objectives, and work plans for initiatives that extend across program areas.
- Develop and assist performance management and evaluation processes.
- In collaboration with program managers, develop goals and performance measures to evaluate and improve programs and/or subrecipient monitoring.
- Develop performance management tools/trackers and assist program staff with effective use of these tools to track/monitor goals and participate in quality and process improvement initiatives.
- Enter, track and monitor project performance and outcomes; analyze data and create performance reports and improvement recommendations; update program managers on findings.
- Short-term projects related to programs housed within the Office of Preparedness and Emergency Health Care (OPEHC).
- Inventory technical assistance, policy and procedures, and other relevant materials.
- Compile materials into documents and manuals for program staff and partners.
- Other projects and duties as assigned.

Requested Knowledge, Skills, and Abilities

- Knowledge of the principles of strategic planning and goal writing.
- Knowledge of the writing and monitoring of goals, objectives and strategies using the SMART criteria of specific, measurable, attainable, relevant, and time-bound.
- Understanding of emergency operations and departments.
- Familiarity with federal, state and local policy documents and interpretation.
- Understanding of government operations and procedures such as operation of the state legislature or administrative rule procedures.
- Knowledge of the operation and membership of boards and councils to advise on interests and needs of consumers.
- Knowledge of technologies for online interactions, including coordination and facilitation of online meetings.
- Written communication skills, especially analytical writing for policy development, writing to facilitate decision-making, writing to persuade, and writing for the general public.
- Verbal communication and public speaking skills, to be able to convey complex information and issues to department decision-makers, community advocates or general public.
- Interpersonal skills so as to work cooperatively with co-workers and professional peers, both within and outside state government.

**Pay may be more for higher levels of education.

Position Title

Policy and Equity Strategist Intern

Position Number

435113

Agency

Department of Health Services

Division/Unit

Division of Medicaid Services

Anticipated Weekly Hours

Hourly Pay Range

40

\$18.50 - \$19.25

Remote Work

Number of Hires

Fully Remote

3

County(s)

City(s)

Statewide

Statewide

Related areas of interest or study

Wisconsin Government Job Category

Administrative Policy

Business, HR & Finance

Position Summary

The Policy and Equity Strategist Intern position will work closely with the Policy Initiatives Advisor-Executive in the Administrator's Office of the Division of Medicaid Services (DMS). This position will:

- Provide analysis and regular written and verbal updates for projects, especially with an equity lens for various initiatives for DMS.
- Support and provide recommendations, data and other metrics.
- Develop and facilitate work groups related to equity issues.
- Assist with project planning and coordination for division wide initiatives.

Position Duties

Position duties for the intern will include:

- Provide analysis and regular written and verbal status updates for projects, especially with an equity lens for various initiatives for the division of Medicaid Services (DMS).
- Assist with drafting clear, concise and complete reports and work plans, and assist with development of plans, meeting planning and facilitating for policy and equity related initiatives.
- Provide recommendations and written options, including presentation and discussion with management and other stakeholders on next steps.
- Review efforts of DMS Equity and Inclusion Committee, including project work groups, and provide support to policy and practice. Attend and participate in meetings and work groups; reach out and communicate with subject matter experts for input into the projects and document the current state, including gaps and potential options for implementing change.
- Gather information and roll up for management review and assist in determining the appropriate next steps with an analysis of current programs and policies.
- Support committee members with project planning, scheduling and development of action items for implementing recommendations and monitoring/evaluating progress.
- Work with and take direction from leadership from the Division of Medicaid Services Administrator's Office (DMS AO) policy advisor on ongoing projects.

Requested Knowledge, Skills, and Abilities

- Working towards degree in business, public administration, political science or other related majors.
- High levels of respect and professionalism towards others.
- Interest in government policy and quality improvement, and highly motivated to apply an equity lens to projects and initiatives.
- Ability to apply lived experience to analysis and approach to making policy improvements;
- Have a demonstrated commitment to advancing social and/or racial justice progress.
- Knowledge of project management concepts preferred but not required.
- Interest in working with leadership and management to support division wide initiatives.
- Skill in using Outlook, Zoom, Word, Excel and computer software to carry out daily activities.
- Ability to work remotely, including access to Internet connectivity for meetings.
- Ability to work with others closely at times and other times with increasing independence as skills are developed. This includes working with a variety of employees, from admin and staff level to front line managers and top executive management.
- Oral and written communication skills, and ability to follow written and oral direction and instructions.
- Ability to exercise good judgment and collaborate with others in a clear, respectful, and cooperative manner.
- Knowledge of Medicaid policy law and regulation preferred but not required.

**Pay may be more for higher levels of education.

Position Title

Position Number

Value Based Agreements Policy Intern

435114

Agency

Division/Unit

Department of Health Services

DMS/BCPP

Anticipated Weekly Hours

Hourly Pay Range

40

\$18.50 - \$19.25

Remote Work

Number of Hires

Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Administrative Policy	Business, HR & Finance

Position Summary

The Value Based Agreements Policy Intern within the Division of Medicaid Services (DMS) will coordinate with clinical providers and community-based organization to support the development of protocols and systems of care to support members in accessing cell and gene therapies (CGT) for sickle cell disease. The position requires strong qualitative and quantitative analytical skills, advanced oral and written communication skills, and the use of policy analysis techniques to complete analysis, research, development, and implementation activities.

The analyst will design and ensure the program meets Centers for Medicare and Medicaid Services (CMS) and DMS requirements to include:

- The reimbursement to providers for CGTs in a way that reimbursement is not less than the actual acquisition cost.
- Meet standardized access policy requirements for Prior Authorization (PA), Utilization Management processes, provider qualifications, and patient eligibility.
- Ensures continuity of care between Fee For Service (FFA) and managed care.
- Seamless transfer of PAs for Sickle Cell Disease between managed care (MC) plans and between MC plans and FFS.
- Ensure continuity of access to providers.
- Monitoring member wait times
- Monitoring network adequacy
- Ensure claims can be submitted through Transformed Medicaid Statistical Information System (T-MSIS).

Position Duties

The intern will collaborate with internal and external partners to facilitate the development of the CGT program, activities include, but are not limited to,

- Obtain the necessary authority to implement the Model, including CMS approval of a SPA to enter into a VBP supplemental rebate agreement (SRA).
- Establish a standardized Model Drug access policy consistent with the CMS/Manufacturer negotiated Key Terms.
- Carve Model Drugs out of an inpatient payment bundle, if necessary, and pay for the Model Drugs in a manner such that rebates under the MDRP apply.
- Require providers to follow Model-specific requirements related to registry participation and claims submission.
- Ensure that applicable Medicaid managed care plan policies align with Model requirements.
- Execute a VBP SRA with a participating Manufacturer that incorporates the CMS/Manufacturer negotiated Key Terms.
- Execute a VBP agreement for separate CHIP beneficiaries with a participating Manufacturer that incorporates the CMS-Manufacturer negotiated separate CHIP Key Terms.

Requested Knowledge, Skills, and Abilities

- Ability to work independently and exercise good judgment.
- Oral and written communication skills.
- Ability to follow complex written and oral direction.
- Ability to prepare clear, concise, and complete reports. Ability to work with other staff, state and local agencies, providers, and other partners.
- Knowledge of research and policy analysis methodologies.
- Knowledge of the state and federal budget process, including budgetary principles and procedures.
- Knowledge of federal and state Medicaid law and regulations.
- Ability to exercise judgment and discretion in developing, applying and interpreting administrative policies and procedures.
- Analytical skills, including the use of statistical techniques to analyze large volumes of complex data.
- Skill in the use of database information systems, management support systems, and other data processing systems.
- Knowledge of data processing applications, including spreadsheet and database software.
- Knowledge of Wisconsin's healthcare industry, including its composition and regulation.
- Knowledge of the Department of Health Services' organization, mission, and functions.

**Pay may be more for higher levels of education.

Position Title	Position Number
Health Care and FoodShare Enrollment and Outreach Intern	435124
Agency	Division/Unit
Department of Health Services	DMS/BEEP/E&O

Anticipated Weekly Hours

40

Hourly Pay Range

\$18.50 - \$19.25

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

The Health Care and FoodShare Enrollment and Outreach Intern will be responsible for planning, identifying, analyzing, developing, and implementing research and recommendations that specifically focus on supporting member-facing eligibility and enrollment functions. Duties may include member and partner outreach, engagement, and communication; user experience research; and systems and communications project workgroup participation.

The State of Wisconsin Department of Health Services (DHS) has a strategic goal to be more end user-centric and modernize their technology services to better support members. The Bureau of Eligibility and Enrollment Policy supports program eligibility and enrollment policy development and implementation through the project process for CARES supported functions, including health care and FoodShare eligibility. It also provides member-facing policy and process support with members, partners and advocates, and manages a number of major policy-related contracts that drive member experience.

The key objective of the Enrollment and Outreach Section is to ensure that policies, procedures, communications, and systems are member-friendly and member-focused to create a seamless, equitable, and simple experience for Medicaid and FoodShare members. To do this we research user experience to understand barriers facing members in applying for and maintaining benefits using a human-centered design (HCD) approach.

Position Duties

This intern is responsible for supporting the planning, development and implementation of policies, procedures, communications, and systems where there will be a significant member impact. The intern will assume a role in:

- Observing and supporting DHS external partners, supporting member feedback, user experience research and data collection (qualitative and quantitative; generative and evaluative), analysis efforts, and recommendations on projects;
- Assisting bureau, division and department management in identifying and developing necessary policy changes, system changes, and outreach opportunities;
- Coordinating outreach and member-facing program design activities with other bureau, division and department staff;
- Developing detailed and comprehensive program development plans and communications for outreach-related functions, including efforts with external vendors and partners, operational support, program evaluation and reporting; and
- Planning activities to ensure policy, processes and systems do not adversely impact member engagement and experience throughout the eligibility process.

Requested Knowledge, Skills, and Abilities

- General knowledge of FoodShare and Medicaid eligibility.
- Skills in planning, conducting, and analyzing qualitative and quantitative research.
- Cultural competence and promotion of health equity will be key aspects of this role.
- Skills in collaboration to support contributions within intra-and inter-departmental and external partner workgroups and committees.
- Strong written and oral communication skills, including being able to convey complex policies and ideas well to a variety of audiences, and listening to understand, particularly when hearing from partners and members.

**Pay may be more for higher levels of education.

Position Title

Program and Policy Analyst

Position Number

437101

Agency

Department of Children and Families

Division/Unit

DFES/BWF/TANF Policy Section

Anticipated Weekly Hours

30 - 40

Hourly Pay Range

\$20.65 - \$34.03

Remote Work

Fully Remote

Number of Hires

1

County(s)

City(s)

Statewide

Statewide

Related areas of interest or study

Wisconsin Government Job Category

Administrative Policy

Business, HR & Finance

Position Summary

Under the direction of the Section Manager of the Bureau of Working Families (BWF) Temporary Assistance for Needy Families (TANF) Policy Section, this position is responsible for policy analysis, program planning, program review, and policy procedure development for work programs for low-income individuals and families.

This position is in the Bureau of Working Families (BWF), The Bureau of Working Families (BWF), in the Division of Family and Economic Security (DFES), administers the Wisconsin Works (W-2) and related programs [Emergency Assistance (EA), Job Access Loans (JALs), Contracted Child Care and Refugee Cash Assistance], subsidized employment [Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ) programs], and other workforce initiatives funded through the federal TANF block grant. The Bureau also administers Community Services Block Grant (CSBG) funds, and other TANF funded contracts providing a variety of services to low income adults and youth.

Position Duties

This position is responsible for specific issues assigned to the section. Assignments require technical analysis using program policy and operations as well as systems analysis to resolve conflicting objectives in the development of new policies and programs. Decisions must be determined by taking into consideration federal and state laws, regulations and rules, the practical administrative needs of W-2 agencies, and the potential impacts on the automated system.

This position acts as an assistant to the team lead on behalf of BWF for the business needs associated with major comprehensive projects, including those that involve systems changes. Team leads are typically Program and Policy Analyst-Advanced positions. Team members other than a Program and Policy Analyst include staff from other sections within BWF, staff from other bureaus such as Information Technology Services, and representatives of W-2 agencies. Depending on the subject matter, teams sometimes include staff from another state agency, generally the Department of Health Services.

Requested Knowledge, Skills, and Abilities

Assist in the analysis of federal law/regulations, state statutes/administrative rules, and program policy and procedures, and participate in the preparation of plans and recommendations for improvements. Assist in the process for planning and implementing policy or procedure changes to reflect changes in state or federal laws, regulations, or other policy initiatives, and participate in the preparation of plans and recommendations for improvements.

Position Title

Position Number

Organizational Development Specialist

437102

Agency

Division/Unit

Department of Children and Families

Secretary's Office

Anticipated Weekly Hours

Hourly Pay Range

32 - 40

\$20.65 - \$34.03

Remote Work

Number of Hires

Hybrid; 36 - 40 estimated hours remote

1

County(s)

City(s)

Milwaukee County

Milwaukee, Madison, Green Bay

Related areas of interest or study

Wisconsin Government Job Category

Administrative Policy

Business, HR & Finance

Position Summary

With an agency-wide scope, this position supports the coordination, planning, execution, and oversight of organizational culture and engagement initiatives. With a focus on positive employee experience, this role works collaboratively to foster a workplace where employees feel engaged, valued, and connected.

Position Duties

- A. Assist with the management and oversight of DCF's Culture & Engagement teams (Employee Engagement Committee, Equity & Inclusion Advisory Committee, Hybrid Workplace Committee, Partners in Giving, Trauma Informed Culture Core Team, Wellness Team) and other initiatives
 - A1. Coordinate the alignment of committee activities with strategic goals and serve as an information resource on identified initiatives.
 - A2. Help develop agenda and facilitate Culture & Engagement Leadership Team meetings
 - A3. Consult with Culture & Engagement teams' co-chairs to identify best practices and resolve challenges
 - A4. Monitor equity and inclusion goals progress and recommend actions for improvement.
 - A5. Provide technical assistance and administration for Microsoft Teams and Zoom meetings and other features to state program staff.
- B. Develop and manage communications around culture and employee experience initiatives
 - B1. Develop and update written memos, policy, procedures, promotional media, project descriptions, progress reports, training aids, etc.
 - B2. Design and deliver oral presentations to staff and management
 - B3. Provide training to leaders and members of Employee Belonging Communities
 - B4. Design and maintain webpages
 - B5. Proofread and edit newsletter articles, webpages, and other written communications
- C. Assist with strategic planning and implementation of initiatives such as onboarding, leadership development, and employee recognitions programs
 - C1. Research best practices in the field and apply to program planning and implementation
 - C2. Participate in program and policy review and analysis of current and new initiatives

Requested Knowledge, Skills, and Abilities

Post-secondary course work and/or experience in Organizational Development, Human Resources, Training and Development, Leadership or related field

- A passion for diversity, equity, inclusion and belonging; employee wellness; trauma-informed culture; employee experience, engagement, and development
- Program and policy analysis experience in the areas of human resources, organizational development, or equity and inclusion.
- Ability to think strategically and develop action plans
- Excellent written, oral and interpersonal communication skills
- Experience developing and delivering virtual presentations
- Ability to balance multiple priorities and accommodate deadlines
- Working knowledge of Microsoft Office Suite (including Teams) and Zoom
- Webpage design experience helpful but not required.

Position Title	Position Number
Workforce Programs Policy Intern	445102
Agency	Division/Unit
Department of Workforce Development	Employment & Training/Bureau of Workforce Training
Anticipated Weekly Hours	Hourly Pay Range
40	\$23.00 - \$27.00
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Administrative Policy	Business, HR & Finance
Comments about the position	

Work is fully remote, but some travel may be required to attend mandatory in-person meetings, available trainings, and/or visit Job Center locations throughout the state. The Bureau's core hours are 9am-3pm, but work schedule is flexible at the discretion of the employee and the supervisor.

Position Summary

This fully-remote position will support the work of DWD's Bureau of Workforce Training (BWT) as it implements federally-funded employment and training programs primarily authorized by the Workforce Innovation and Opportunity Act of 2014 (WIOA). The selected candidate will assist with an annual review of training providers and programs to determine their eligibility to receive WIOA training funds, as well as assisting BWT staff with conducting research and developing policy to advance the Department's strategic initiatives.

Position Duties

- Review eligible training provider applications and evaluate compliance against pre-determined criteria
- Communicate with training providers about their applications, including responding to general inquiries, issuing determinations, and assisting with appeals
- Conduct research related to WIOA and/or other federally-funded workforce development programs to respond to inquiries and/or aid policy development
- Assist BWT team members with developing policy, including soliciting stakeholder feedback, drafting policy, and following established internal procedures to publish policy
- Assist BWT team members with developing and delivering training and/or technical assistance related to workforce policy

Requested Knowledge, Skills, and Abilities

- Ability to read complex, technical materials, interpret the information, and apply it to practical situations
 - Ability to interpret complex technical materials and explain them in plain language, both verbally and in writing
 - Strong written and verbal communication skills (including active listening) pertaining to a wide range of audiences
 - Project management skills
 - Time management and ability to effectively prioritize tasks and manage multiple priorities with competing deadlines
 - Ability to initiate and maintain cooperative relationships with a variety of organizations and individuals
-

Position Title

Program and Policy Analyst Intern

Position Number

445107

Agency

Department of Workforce Development

Division/Unit

Employment & Training/Administrator's Office

Anticipated Weekly Hours

40

Hourly Pay Range

\$23.00 - \$27.00

Remote Work

Hybrid; 16 - 32 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

Under the general supervision of the Policy and Communications Manager, the incumbent serves as an intern working closely with multiple functional areas of the division on policy and communications.

Position Duties

The incumbent assists with key studies and projects and analyzes factors such as project and policy positions, advising DET Management on initiatives, programs, communications, and operations. The incumbent will also be assisting DET's Communications Liaison with marketing, communications, and brand management for the division.

Requested Knowledge, Skills, and Abilities

- Knowledge of policy and program analysis, development, and/or implementation
- Knowledge of research analysis methods and techniques
- Excellent verbal and written communications skills
- Effective liaison and networking skills.

Position Title

Equity, Inclusion, and Wellness Analyst

Position Number

455106

Agency

Department of Justice

Division/Unit

Office of the Attorney General

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$25.00

Remote Work

Hybrid; 8 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

Under close supervision this position will work in the Office of Attorney General. This position will provide support and assistance to the Equity, Inclusion, and Wellness Director to identify barriers and disparate impact to inclusion, conduct trend analysis on data, identify opportunities for application of equity principles, and collaborate across the agency to perform needs assessments and workforce research.

Position Duties

- Provide support and assistance on Equity, Inclusion and Wellness
- Identify barriers and disparate impact to inclusion
- Conduct trend analysis on data
- Identify opportunities for application of equity principles"

Requested Knowledge, Skills, and Abilities

"*Knowledge in diversity, equity, inclusion, and wellness principles *Experience facilitating projects, promoting diversity and wellness *Experience working with diverse populations Knowledge of and experience with basic research principles *Knowledge of data collection techniques and metric analysis"

Position Title	Position Number
Equity and Inclusion Program Associate	505101
Agency	Division/Unit
Department of Administration	DPM/BEI
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$24.00
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Administrative Policy	Business, HR & Finance

Comments about the position

Occasional in person meetings and events may be required. These will take place primarily in Madison WI

Position Summary

Under the general supervision of the Bureau Director and Program Officer, this position is with the Bureau of Equity and Inclusion (BEI), in the Division of Personnel Management in the Department of Administration. As the central equal employment opportunity/affirmative action office for Wisconsin state government, BEI oversees diversity, equity and inclusion policies, programs, and procedures throughout the State civil service system.

Position Duties

The Equity and Inclusion Program Associate will work with bureau staff on special projects, participate in research and development of equity and inclusion training content and provide administrative support in the following program areas: assist with planning and development of equity and inclusion initiatives, assist with rebranding the bureau's materials and messaging; work with bureau staff to update training plans and materials, research and catalog cultural, and diversity related, equity and inclusion resources; provide administrative support for meetings and bureau trainings.

Requested Knowledge, Skills, and Abilities

Good oral communication and team working skills. Good organizational skills. Ability to research and work independently. Experience in quantitative and qualitative data interpretation and analysis as well as using Microsoft Office Suite including Word, Powerpoint, Excel, Teams and Outlook. General time management skills.

Position Title	Position Number
Continuity of Operations Intern	505109
Agency	Division/Unit
Department of Administration	Enterprise Operations
Anticipated Weekly Hours	Hourly Pay Range
20 - 40	\$20.65 - \$25.00
Remote Work	Number of Hires
Hybrid; 32 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Administrative Policy	

Position Summary

In this position, an intern will work under the direction of the Continuity of Government Director to review and make needed changes to building emergency actions plans, development of global information system (GIS) databases, and development of continuity planning documents.

Throughout the internship the individual will also be encouraged to participate in available online or in person training which will help the individual build their knowledge and experience in the field of emergency management and business continuity. This individual may also be asked to work on other projects including continuity exercise development. Through these projects the intern may be given the opportunity to be exposed to other areas of DOA including Capitol Police, Risk Management, and Facilities.

Position Duties

Data Entry, Plan Development, and Research

Requested Knowledge, Skills, and Abilities

Basic understanding of public administration or public policy

- Interest in emergency management or business continuity
- Interpersonal communications skills
- Basic understanding the Microsoft Office Suite

Position Title

Recruitment & Selection Assistant

Position Number

505111

Agency

Department of Administration

Division/Unit

Division of Personnel Management / BMRS

Anticipated Weekly Hours

20 - 40

Hourly Pay Range

\$19.50 - \$21.59

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

This position provides paraprofessional and confidential administrative support work for the Bureau of Merit Recruitment and Selection. This will include enterprise recruitment social media and outreach support, administrative support with managing selection tools, data collection and analysis, policy research, and organization of HR records. The position will report to the BMRS Deputy Director.

Position Duties

- 1) Assist with developing social media posts for daily outreach on Facebook, LinkedIn, and X
- 2) Assist with community outreach communications and maintenance of organizational contacts
- 3) Research social media trends related to job promotion
- 4) Research and develop resources based on applicant profile data
- 5) Assist with maintaining various system tools
- 6) Assist with data collection and analysis projects
- 7) Assist with P-file and other records maintenance

Requested Knowledge, Skills, and Abilities

- 1) Knowledge of various programs and collaboration tools (e.g., Word, Excel, PowerPoint, TEAMS, OneDrive, OneNote)
- 2) Skill in oral and written communication
- 3) Skill in customer service
- 4) Ability to compile data and present for review
- 5) Ability to work independently on a variety of assignments
- 6) Ability to organize and prioritize work

Position Title

Tribal Relations Specialist

Position Number

505113

Agency

Division/Unit

Department of Administration

Division of Intergovernmental Relations

Anticipated Weekly Hours

20 - 40

Hourly Pay Range

\$20.65 - \$21.66

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

1

County(s)

Columbia County

City(s)

Portage

Related areas of interest or study

Administrative Policy

Wisconsin Government Job Category

Admin Support/Customer Service

Comments about the position

Travel may be required to different Tribal Reservations or offices across Wisconsin.

Position Summary

This position will assist the Administrator with various duties including updating the State-Tribal Relations web page and the content of the page. The position will attend various state agency tribal consultation meetings and attend various meetings and events as requested.

Position Duties

Web page updates, surveying Tribes for content for web page, attending Tribal Consultations and meetings, etc.

Requested Knowledge, Skills, and Abilities

- Basic Microsoft office package knowledge.
 - The ability to learn how to update agency web pages.
 - Written and verbal communication skills.
-

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

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If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Property Planning SWSDIP Internship	370116
Agency	Division/Unit
Department of Natural Resources	Internal Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$25.00
Remote Work	Number of Hires
Hybrid; 0 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Architecture, Construction and Skilled Trades	Business, HR & Finance

Comments about the position

It is requested that in person work, two days per week, includes Tuesdays worked in office.

Position Summary

This internship will assist the DNR Property Planning Section in preparing master plans for department properties. A property plan, also called a "master plan," establishes the level and types of public uses and the authorized resource management and facility development that may take place on a DNR property. Property plans are developed according to guidelines set forth in Chapter NR 44, Wis. Admin. Code.

The Property Planning Intern will assist planning staff in a variety of tasks including working with planners and property staff to gather existing property conditions data and add data to planning documents, assisting planners in developing property-specific objectives and prescriptions and reviewing for compliance with applicable administrative code and department policy, writing regional and property analysis sections, document design and formatting, developing and reviewing property maps and geospatial data for accuracy, and assisting in developing and conducting public input processes.

Position Duties

70% - Assist planning staff with preparing and reviewing property planning documents and maps. These duties may include creating existing property conditions documents, updating informational tables, issue and opportunity identification, map review or informational graphic production as part of regional master planning processes. Review past plans for authorized management actions and work with planning staff and property managers to determine completed projects.

15% - Work with planners to review state statutes, administrative codes and department policies for applicability to property plans as necessary. As directed by the Property Planning Section Chief, identify planning policy research needs, conduct planning research and create issue briefs.

15% - Planning and conducting public input processes, public information product creation (posters, signs, writing information for web sites), site visits for data collection, and other duties as assigned.

Requested Knowledge, Skills, and Abilities

Minimum qualifications:

- Knowledge of the principals of natural resources and/or outdoor recreation planning
- Ability to interpret and apply state statutes, administrative code or policy
- Experience communicating scientific or complicated information to a broad audience
- Proficiency in Microsoft Word and Excel

Preferred qualifications:

- Familiarity with GIS and basic cartographic principles.
- Familiarity with basic geospatial analysis
- Basic Excel data analysis and formatting large documents in Microsoft Word. Excellent written communication and/or graphic design skills
- Experience planning or conducting public involvement processes or meetings
- Experience applying principals of natural resources and/or outdoor recreation planning to policy interpretation

Position Title	Position Number
HVAC Intern	410106
Agency	Division/Unit
Department of Corrections	DAI - WWCS/TCI
Anticipated Weekly Hours	Hourly Pay Range
40	\$23.24 - \$23.24
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Fond du Lac County	Fond du Lac
Related areas of interest or study	Wisconsin Government Job Category
Architecture, Construction and Skilled Trades	

Position Summary

This intern position will observe and assist staff to install, modify, remodel, and maintain Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) control systems, which includes monitoring and controlling heating and air conditioning systems, using the Building Automation computer system. Under the guidance of the superintendent or staff, this position will perform inspections, maintenance and repairs to heating, air handling, heat recovery, and ventilating (pneumatic, electric and electronic) control systems and related mechanical equipment.

Position Duties

- A. Assist in the performance of inspections, maintenance and repairs to heating, air handling, heat recovery, and ventilating (pneumatic, electric & electronic) control systems and related mechanical equipment.
- B. Assist staff in monitoring and controlling heating and air conditioning systems using computer systems.
- C. Under the direction of staff maintain repair and adjust to institution’s air conditioning refrigeration system.
- D. Assist in the coordination and project planning for HVAC projects.
- E. Assist in the supervision and training of inmates on mechanical maintenance and repair work assignments.

Requested Knowledge, Skills, and Abilities

1. Basic knowledge of computerized HVAC systems, as well as direct digital control, air conditioning, refrigeration, pneumatic and mechanical systems.
2. Basic knowledge of the operation, maintenance, and repair of the electrical, plumbing, heating refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings and building complexes.
3. Basic knowledge of Building Automation computer systems.
4. Skill in making repairs and adjustments to the mechanical devices, valves, booster pumps, fans, compressors, condensers, and switches which control such systems.
5. Ability to operate various types of power and hand machinery and tools used in mechanical maintenance work.
6. Alertness in monitoring for necessary action, malfunction and possible unsafe conditions in mechanical equipment.
7. Knowledge of occupational hazards and safety precautions required in the maintenance and use of building mechanical systems.
8. Effective written, verbal and interpersonal communication skills.
9. Capacity to use sound independent judgment in an emergency.
10. Willingness and adaptability to work under unpleasant conditions, such as in dusty or dirty areas, or in extreme heat and/or cold, including confined spaces and the use of personal protective equipment.
11. Physical ability to perform manual labor, to climb, bend, crawl, and ability to lift 50 or more pounds.
12. Initiative to work productively for sustained periods without supervision.
13. Ability to maintain records and complete reports.
14. Work within a wide range of temperatures and weather conditions. Work areas are occasionally noisy. Works in close physical proximity to inmates/offenders and other staff members.

Position Title	Position Number
Landscape Design Intern	435117
Agency	Division/Unit
Department of Health Services	DCTS/Central Wisconsin Center
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$21.66
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Architecture, Construction and Skilled Trades	Admin Support/Customer Service

Position Summary

The Landscape Design Intern at Central Wisconsin Center (CWC) will be responsible for researching, evaluating, and making recommendations for environmental improvements and equipment needed to enhance accessibility required to support individuals to utilize outdoor spaces for recreation, social experiences and therapeutic interventions.

Position Duties

Tasks of the intern will include:

- Create a landscape plan that supports and enhances the CWC health care setting.
- Maintain records of planning processes, including correspondence, sketches, and reports.
- Perform site analyses that includes the assessment of current plants, soil conditions, lighting, the view, and architecture style of campus.
- Coordinate and interview different stakeholders to determine requirements to support individuals to utilize outdoor spaces.
- Research plant and structural materials appropriate for site use which reflect both therapeutic and ornamental aspects of landscape design.
- Compile regulatory or permit information required to implement landscape plan.
- Work closely with Building and Grounds as well as the Neighborhood Committee to determine maintenance requirements.
- Complete project by the end of the summer.

Requested Knowledge, Skills, and Abilities

- Degree or skill in landscape design or landscape architecture.
- Ability to conduct surveys, assessments and inspections.
- Ability to work with a variety of stakeholders.
- Knowledge of ecological conditions that affect landscape design and landscaping installations.
- Knowledge of or ability to research local codes and regulations pertinent to landscape design recommendations and installations.
- Skill in drawing and sketching plans to scale.
- Knowledge of material and labor costs or ability to research to provide recommendation and cost estimates.
- Ability to work independently and collaboratively.
- Ability to travel throughout the campus, indoors and outdoors, to complete site assessments.
- Knowledge or skill with maintenance work and/or equipment.
- Organizational and communication skills including report writing and presentation skills.
- Knowledge of the unique needs and varied uses of the landscape in a healthcare or rehabilitation setting.

Position Title Facility Design Intern	Position Number 435119
Agency Department of Health Services	Division/Unit DES/Office of Facilities, Safety, & Risk Management/Building & Space Management
Anticipated Weekly Hours 8 - 40	Hourly Pay Range \$18.50 - \$19.25
Remote Work Onsite Only	Number of Hires 2
County(s) Dane County	City(s) Madison
Related areas of interest or study Architecture, Construction and Skilled Trades	Wisconsin Government Job Category Facility/Construct/Maintenance

Comments about the position

Work hours are between 7:30am - 5:00pm at 1 West Wilson St, Madison

Position Summary

The Department of Health Services (DHS), Office of Facilities, Safety and Risk Management (OFSRM); Building & Space Management (BSM) is hiring a Facility Design Intern position. This position is responsible for long-range and day-to-day division level project work involving space planning and move management for multiple divisions located in central and regional offices throughout the state, but will focus on work in Madison, WI.

Position Duties

Duties of the intern will include:

- Gathering and documenting programming requirements of divisions
- Space planning workspaces for divisions using existing physical space parameters and programming information
- Planning systems furniture workstation reconfigurations
- Inventorying existing furniture components
- Coordinating with vendors for work related to moving and assembling furniture
- Assisting with other facilities related work as assigned

Requested Knowledge, Skills, and Abilities

- Training or experience in AutoCAD
- Knowledge of state building codes, including Americans with Disabilities Act (ADA) guidelines
- Ability to interact with team members and internal customers in a professional manner
- Knowledge of Microsoft applications, including Outlook and Excel
- Detail oriented project management skills
- Written and verbal communication skills

**Pay may be more for higher levels of education.

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- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Expenditure & Revenue Accounting Section - Financial Specialist	370104
Agency	Division/Unit
Department of Natural Resources	Internal Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$19.25 - \$19.25
Remote Work	Number of Hires
Hybrid; 16 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Business & Finance	Admin Support/Customer Service

Position Summary

As part of the Bureau of Finance within the Internal Services Division, the Expenditure & Revenue Accounting Section is responsible for processing a wide range of accounts receivable and accounts payable transactions. This position will assist Section staff with the fiscal year end close process and other core responsibilities. The position will be up to 40 hours per week and may allow for some remote work. Duties will provide exposure to accounts receivable and accounts payable and may include some data entry, auditing, performing general ledger journal entries, creating AP vouchers, submitting supplier and customer setup records, creating invoices, preparing deposits, and providing customer service.

Position Duties

40% - Revenue Accounting duties: create customer records, create customer invoices, follow up on all outstanding invoices, process deposits, compile batch data, prepare uploader spreadsheets, process credit and debit memos, process write-offs, and prepare journal entries as well as troubleshoot any discrepancies.

40% - Expenditure Accounting duties: processing supplier invoices into PeopleSoft, including general invoice tracking, obtaining appropriate support documentation, reconciling supplier accounts for past payments, and processing refund of expenditure transactions as well as communicating with suppliers to resolve payment issues.

10% - Customer Service duties for both Expenditure and Revenue Accounting Units, including responding to general customer inquiries and questions related to invoices and vouchers.

10% - Other duties or projects as assigned.

Requested Knowledge, Skills, and Abilities

- Completion of entry-level college accounting courses.
- Account reconciliation education and/or experience.
- Ability to manage deadlines for various projects and assignments simultaneously.
- Ability to work independently.

Position Title

External Audit Intern

Position Number

395103

Agency

Department of Transportation

Division/Unit

DBM/BFM/Audit & Contract Admin Section

Anticipated Weekly Hours

24 - 40

Hourly Pay Range

\$19.25 - \$19.25

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Position Summary

The LTE position will serve as an auditor assisting other auditors in evaluating financial statements and performing audits, other analytical procedures, or correspondence audits of public and private enterprises under contract with the Department. This position will be in participation with the Student Diversity Internship Program providing practical, on-the-job work experience with the Department. This position will provide essential preparation work for permanent staff auditors while also receiving training and exposure to Wisconsin State Government employment.

Position Duties

A. Prepare engagement set-up files for lead auditors in accordance with approved programs. B. Assist Senior Auditors in evaluating and preparing contractor prequalification financial factors. C. Assist in the performance of operational and financial audits, other attestation engagements, or other evaluations of public and private enterprises under contract with the Department.

Requested Knowledge, Skills, and Abilities

1. Knowledge of General Accepted Accounting Principles (GAAP) for private enterprise, government, and/or private not-for-profit organizations.
2. Knowledge of Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS).
3. General knowledge of accounting practices as related to audited industries.
4. Knowledge of data processing systems, personal computers, main frame inquiry, and various data processing software packages.
5. Ability to perform basic audit work and give technical advice in specialized phases of contract and grant accounting.
6. Ability to establish and maintain effective working relationships with team members, licensed Public Certified Accountants and other business partners.
7. Ability to analyze reports, financial statements, and other materials pertinent to the determination of fiscal practices and results.
8. Ability to utilize effective verbal and written communication skills with customers and team members.
9. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title	Position Number
Program & Policy Analyst	410108
Agency	Division/Unit
Department of Corrections	DMS - BFAS
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$20.65
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Business & Finance	Business, HR & Finance

Position Summary

This position will assist staff in managing the planning and implementation of the Bureau's transition from its existing websites to a SharePoint platform. This position will rely on project management principles to work with staff across the bureaus three sections including Risk Management, Fiscal Services, and Purchasing to analyze current website content and functionality, define project goals, objectives, and associated timelines for the transition to SharePoint.

Position Duties

- A. Project Planning
 - Research, analyze, and inventory websites
 - Conduct meetings
 - Establish subject matter expertise
 - Submit final project for approval
- B. Project Implementation
 - Create three (3) distinct SharePoint sites
 - Migrate existing content
 - Develop training materials
 - Train staff
 - Create communication

Requested Knowledge, Skills, and Abilities

1. Knowledge of project planning principles and implementation.
2. Knowledge of Microsoft SharePoint software.
3. Knowledge of applying training principles and practices
4. Skill in training small and large groups of staff.
5. Ability to train staff in both individual and classroom type settings.
6. Excellent written and oral communication skills.
7. Excellent organizational skills.
8. Strong analytical skills.
9. Skill in developing and promoting alternatives to current processes or standards.
10. Ability to lead group meetings.
11. Ability to prioritize work.
12. Ability to self-manage time and tasks.
13. Ability to use MS Outlook, MS Word, and MS Excel effectively.
14. Ability to work with people across the agency.
15. Ability to offer a high level of customer service.

Position Title	Position Number
Reentry Coordinator	410110
Agency	Division/Unit
Department of Corrections	OOS - Reentry
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$20.65
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Business & Finance	Business, HR & Finance

Position Summary

This position is responsible for providing support to the Reentry Unit by performing policy development and analysis of Department and statewide reentry initiatives for a correctional population. As a result, this position calls for a highly collaborative style, working closely with Reentry team members and others, to support all high priority programs across the Department.

Position Duties

This position will facilitate and support Reentry cross-divisional projects and initiatives including: providing coordination, support, and analysis of institution-based job lab activities; evaluation and analysis of processes related to the Northpointe Suite (case management software); building cross-jurisdictional bridges with state, county, and local criminal justice and human service agencies; providing support and coordination to various internal and external grant projects; observing client training and program initiatives; and providing general support to Reentry team processes.

Requested Knowledge, Skills, and Abilities

- 1) Computer proficiency in Microsoft Office environment, including advanced knowledge of Excel, Word, PowerPoint, Access, and Visio
- 2) Ability to manage multiple interdependent projects.
- 3) Ability to establish and maintain effective working relationships with staff in the Department and other professionals.
- 4) Ability to develop innovative solutions, and present findings.
- 5) Ability to communicate with diverse groups and audiences.
- 6) Knowledge of correctional or reentry programming philosophy.
- 7) Ability to work with others in a cooperative and positive manner.

Position Title	Position Number
Financial Assistant Intern	435106
Agency	Division/Unit
Department of Health Services	Medicaid Services
Anticipated Weekly Hours	Hourly Pay Range

20 - 40

\$16.50 - \$17.25

Remote Work

Number of Hires

Hybrid; 16 - 24 estimated hours remote

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

Business & Finance

Admin Support/Customer Service

Comments about the position

Remote work is not guaranteed and would need to be coordinated with supervisor and staff.

Position Summary

The Bureau of Fiscal Accountability and Management (BFAM) supports partnering bureaus with financial, procurement and contracting expertise. The Program Administrative Services Section (PASS) within BFAM tracks the spend (both current and forecasted) throughout the state fiscal year and work as part of a team of up to 13. We are a close knit group with touch bases every day that have fun and support each other.

Position Duties

The Financial Assistant Intern will assist team members, performing duties such as: proofreading financial documents, preparing and tracking invoices for payment, researching scanning, electronically filing, mail handling and distribution.

Requested Knowledge, Skills, and Abilities

- Skilled in the use of Microsoft products, particularly Outlook, Excel, Teams and Word.
- Knowledge of Basic financial processes.
- Written and verbal communication skills.

Position Title

Position Number

Financial Specialist Intern

445101

Agency

Division/Unit

Department of Workforce Development

Unemployment Insurance/Bureau of Tax & Accounting

Anticipated Weekly Hours

Hourly Pay Range

20

\$21.66 - \$21.66

Remote Work

Number of Hires

Onsite Only

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

Business & Finance

Admin Support/Customer Service

Position Summary

This position is for the Department of Workforce Development, Division of Unemployment Insurance (UI). This position will serve as a UI Financial Specialist working out of the downtown Madison office (remote work is not available). This position will process and organize payment batches, reconcile and identify discrepancies for payment batches, and perform data keying. This position will have access to sensitive federal tax information, which will require FBI fingerprinting.

Position Duties

- Handle checks and cash deposits.
- Locate account numbers for checks and cash deposits.
- Prepare and organize payment batches.
- Identify discrepancies (if any) for payment batches.

Requested Knowledge, Skills, and Abilities

Ability to:

- Use 10 key calculator.
- Sort and organize deposit mails.
- Prepare and reconcile double taping.
- Communicate technical information in a manner easily understood.
- Work effectively in workgroups and teams.
- Work independently.
- Perform data entry quickly and accurately.

Position Title

Accountant

Position Number

455103

Agency

Department of Justice

Division/Unit

DMS/BBF

Anticipated Weekly Hours

20

Hourly Pay Range

\$22.00 - \$25.00

Remote Work

Hybrid; 8 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

Under close supervision this position will work in the Division of Management Services, Bureau of Budget and Finance for the Department of Justice. This position will pre-audit staff travel expense reports, monitoring that proper supporting documents are attached, and the request complies with state travel rules. This position will also process vendor payments, which includes pre-auditing and keying into PeopleSoft vendor invoices to be paid. In addition, this position will do reconciliations, create reports, and review data."

Position Duties

- Pre-audit travel expense reports for DOJ employees auditing each one in compliance with Uniform Travel Guidelines and verifying that adequate supporting documentation is included.
 - Reconcile appropriation expenditures to department's capital assets records.
 - Process vendor payments by keying into PeopleSoft those invoices that have been approved by the division and schedule when payment checks should print after reviewing that adequate supporting documentation is included. Apply the provided financial accounting string provided.
- Utilize uploaders when possible.
- Conduct reconciliation of open bills and total cash draws for federal grants monitoring that all appropriate revenues have been drawn. Research, troubleshoot and remedy those that do not balance.

Requested Knowledge, Skills, and Abilities

- Knowledge of basic math principles
- Ability to make accurate calculations
- Ability to use Microsoft Word and Excel
- Effective oral and written communication skills"

Position Title

Purchasing Agent

Position Number

485107

Agency

Department of Veteran's Affairs

Division/Unit

Division of Veterans Homes/King

Anticipated Weekly Hours

Hourly Pay Range

40

\$20.65 - \$23.00

Remote Work

Number of Hires

Onsite Only

1

County(s)

City(s)

Waupaca County

King

Related areas of interest or study

Wisconsin Government Job Category

Business & Finance

Business, HR & Finance

Position Summary

Under the general supervision of the Materials Management Supervisor at the Wisconsin Veterans Home at King (WVHK), this Purchasing Agent is responsible for the procurement of goods and services primarily for WVHK and for the agency as needed. This position needs to have knowledge of a wide variety of commodities and services in healthcare and public works. Responsibilities include purchasing, procurements, contractual services, requisitions, managing contracts, resolving disputes, asset management, and auditing. The incumbent applies associated State and Federal requirements, Administrative Code, Wisconsin Department of Veterans Affairs' (WDVA) policies and procedures, and the State Procurement Manual. The position also requires quarterly to yearly trips to Chippewa Falls Veterans Home to provide logistical support.

Position Duties

Procurement of Goods and Services; Provision of Guidance on Purchasing Rules and Performance of Operational Functions; Provision of Asset Management Program Support

Requested Knowledge, Skills, and Abilities

1. Knowledge of State of Wisconsin laws and regulations regarding purchasing and requisitioning procedures
2. Knowledge of sources of supply, price trends and market conditions with respect to items in multiple commodity fields
3. Knowledge of the principles and practices of professional purchasing and state purchasing
4. Skill in time management
5. Knowledge of project management methodologies
6. Ability to prioritize work
7. Skill in use of computer applications, such as Microsoft Office Suite or similar programs
8. Skill in verbal and written communication
9. Skill in interpersonal relations
10. Ability to establish and maintain working relationships
11. Ability to perform basic mathematic functions
12. Knowledge of DOA and WDVA purchasing rules, practices and procurement policies
13. Knowledge of State Procurement Manual requirements
14. Ability to meet performance expectations as outlined in the annual performance evaluation process and/or strategic initiatives

Position Title

Position Number

Human Resources Specialist

505102

Agency

Division/Unit

Department of Administration

Region 2 - Central Office

Anticipated Weekly Hours

Hourly Pay Range

40

\$21.59 - \$21.59

Remote Work

Number of Hires

Onsite Only

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

Business & Finance

Business, HR & Finance

Comments about the position

This position will be headquartered at the Department of Corrections Central Office building at 3099 E. Washington Avenue, Madison, WI

Position Summary

Under close supervision of the Human Resources Supervisor, this position will provide professional, technical, and administrative support assistance to the Bureau of Human Resources (BHR), Region 2. The HR Specialist LTE will perform a variety of duties related to staffing, recruitment, classification, compensation, and selection.

Position Duties

- A. Staffing and recruitment activities
- B. Performance of selection and related duties
- C. Classification and compensation activities
- D. Recruitment activities

Requested Knowledge, Skills, and Abilities

1. Ability to learn the Wisconsin civil service system, including personnel rules, regulations, and policies governing the hiring of state employees
2. Knowledge of human resources/personnel management concepts and techniques
3. Knowledge of employment recruitment practices and techniques
4. Knowledge of and ability to use a HRIS such as PeopleSoft
5. Knowledge of and ability to efficiently and effectively use computer software such as Microsoft Office Suite or similar software
6. Effective oral, written, and interpersonal communication skills
7. Ability to establish and maintain effective working relationships
8. Ability to interpret complex information and apply it consistently and accurately
9. Ability to work independently and as part of a team
10. Ability to establish and meet deadlines in a consistent manner

Position Title

Human Resources Assistant

Position Number

505103

Agency

Department of Administration

Division/Unit

Region 2 - OCI

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.50 - \$19.50

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Oregon

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Business, HR & Finance

Comments about the position

This position will be headquartered at Oakhill Correctional Institution.

Position Summary

Under the close direction of the Institution Human Resources Director, this summer intern position provides paraprofessional, technical administrative assistance, performing a wide variety of responsible work of considerable difficulty in connection within the Human Resources Department at OCI. The objective of all activities will be for the intern to become familiar with the role of Human Resources within the institution, the department and the state of Wisconsin. The position will observe and assist in a wide variety of functions including coordination of staffing activities, recruitment, interviewing and hiring process; provide backup to payroll, leave accounting, and benefits, and oversee the Human Resources Department record-keeping system, and distribution of personnel information.

Position Duties

- A. Assistance in the coordination of staffing activities.
- B. Assistance in the provision of Human Resource Assistant duties.
- C. Personnel Records Management and Position Control.

Requested Knowledge, Skills, and Abilities

1. Knowledge of the Wisconsin Civil Service System.
2. Knowledge of State Personnel rules, regulations and policies governing the hiring and retention of state employees.
3. Knowledge of DOC Personnel rules and Operational procedures.
4. Knowledge of human resource/personnel management concepts and techniques.
5. Knowledge of Equal Employment Opportunity and Affirmative Action principles and practices.
6. Knowledge of record keeping management systems.
7. Knowledge of State and Federal Open Records Laws.
8. Knowledge of Personnel recruitment techniques.
9. Knowledge of interviewing techniques.
10. Knowledge of Fair Labor Standards Act.
11. Knowledge of modern office practices and procedures.
12. Knowledge of computer software relating to work process, spreadsheets, and databases.
13. Knowledge of effective communications, both in oral and written form.
14. Knowledge of techniques and principles of orienting new employees.
15. Ability to represent the personnel program effectively before employees, supervisors, outside agencies and the public.
16. Ability to meet deadlines.
17. Ability to analyze a situation, solve problems, make recommendations, and express those in writing and orally.
18. Ability to maintain confidentiality in performance of assigned duties of a confidential nature.
19. Ability to work independently and in a team environment.
20. Skill and ability in performing basic math calculations and computations.

Position Title

Human Resources Assistant

Position Number

505104

Agency

Department of Administration

Division/Unit

Region 2 - SCI

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.50 - \$19.50

Remote Work

Onsite Only

Number of Hires

1

County(s)

Chippewa County

City(s)

Stanley

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Business, HR & Finance

Comments about the position

This position will be headquartered at Stanley Correctional Institution.

Position Summary

Under the close direction of the Institution Human Resources Director, this summer intern position provides paraprofessional, technical administrative assistance, performing a wide variety of duties related to staffing, recruitment, selection, labor relations, record management, position control, and employee orientation.

Position Duties

- A. Assistance in the coordination of staffing and recruitment activities.
- B. Provision of assistant to the Institution Human Resources Director with Employment Relations Activities.
- C. Assist with Worker's Compensation, 230.36 Benefits, and Unemployment Compensation coordination.
- D. Assist with personnel related reports and performance of personnel related activities.
- E. Miscellaneous personnel related activities.

Requested Knowledge, Skills, and Abilities

1. Knowledge of human resource/personnel management concepts and techniques.
2. Knowledge of employment recruitment practices and techniques.
3. Knowledge of Affirmative Action principles and practices.
4. Knowledge of record keeping management systems.
5. Knowledge of modern office practices and procedures, including use of MS Office suite.
6. Knowledge of effective communications, both in oral and written form.
7. Knowledge of Workers' Compensation law.
8. Ability to represent the personnel program effectively before employees, supervisors, outside agencies and the public.
9. Ability to establish and meet deadlines.
10. Ability to analyze a situation, make recommendations and express those in writing and orally.
11. Ability to work independently and in a team environment.
12. Ability to interpret complex information and apply consistently and accurately.
13. Skill and ability in performing basic math calculations and computations.

Position Title	Position Number
Auditor	505105
Agency	Division/Unit
Department of Administration	Gaming
Anticipated Weekly Hours	Hourly Pay Range
40	\$23 - \$24
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Business & Finance	Business, HR & Finance

Comments about the position

The position is 90% remote. There are all staff meetings that the intern will be required to attend in person. As well as the opportunity to travel for a week to one of the Wisconsin gaming facilities for an audit.

Position Summary

This position will work for all areas in the Division of Gaming and get a feel for the work the office does with charitable organizations and Wisconsin Tribal Casinos.

Position Duties

This position is part of a team that has the important role of ensuring that accurate and timely tribal revenue sharing payments are made to the state pursuant to the State of Wisconsin/Tribal Compacts. The position will review and conduct analysis of tribal gaming revenue information submitted to the OIGRC information systems and casino financial documents and conducting annual audits of gaming revenue. In addition, this position will learn how regulatory compliance audits are conducted at the Wisconsin Tribal Casinos. The position will also be introduced to the office of charitable gaming and learning how regulation of raffles and bingos are conducted.

Requested Knowledge, Skills, and Abilities

- This position requires knowledge of auditing and accounting principles
- computer skills
- analytical skills
- good written and oral communication skills
- An accounting degree or coursework toward an accounting degree is strongly preferred.

Position Title	Position Number
Supplier Analytics Intern	505107
Agency	Division/Unit
Department of Administration	DEO-SDP

Anticipated Weekly Hours

40

Hourly Pay Range

\$16.57 - \$21.66

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Admin Support/Customer Service

Comments about the position

none

Position Summary

Under the supervision of the Director of the Wisconsin Supplier Diversity Program (SDP), the Supplier Analytics Intern is responsible for managing and enhancing communications related to certification processes, outreach, and diverse spend reporting. This role includes drafting electronic training materials, compiling monthly diverse spend data, managing web content, and supporting certification and recertification processes. The position requires strong skills in written and oral communication, data management, and proficiency with Microsoft Office Suite (Specially Excel).

Position Duties

Primary Responsibilities:

1. Diverse Spend Data and Reporting Management:

- o Collect, compile, and tabulate monthly Diverse Spend data from state agencies and University of Wisconsin campuses.
- o Generate monthly reports on Diverse Spend for internal and interdepartmental review, including sending data to the Secretary's office as required.
- o Maintain and update working spreadsheets on certification and recertification statuses, including Diverse Spend data.
- o Tabulate weekly reports on pending, approved, and incomplete certifications to keep records current and ready for review.
- o Manage the shared Diverse Spend email and oversee training for summer interns in the Diverse Spend process.
- o Run monthly reports on current certifications and send reminder notifications as needed.

2. Web and Media Content Management:

- o Maintain and update the SDP website, ensuring the most current information is available, including updates on Business Spotlights, procurement opportunities, and certification data.
- o Revise webpage content, upload files, and add links as needed for supervisor review.
- o Use GovDelivery to send out weekly bulletins and other communications.

3. Outreach & Communication Support:

- o Assist in preparing and distributing the SDP newsletter, coordinating content and format with the director.
- o Draft outreach presentations based on state demographics and relevant data.
- o Support customer service efforts by providing exceptional service to internal and external customers.

Requested Knowledge, Skills, and Abilities

Required Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Suite, with an emphasis on Excel.
- Strong written and verbal communication skills.
- Customer service skills for handling internal and external inquiries.
- Ability to establish collaborative relationships with supplier diversity customers.
- Excellent prioritization and time-management abilities to handle multiple responsibilities.

This role is central to supporting the Wisconsin Supplier Diversity Program's mission by ensuring transparent communication, effective data management, and proactive outreach to certified businesses. The Supplier Analytics Intern plays a key role in enhancing the accessibility and effectiveness of the SDP program for minority, woman, and disabled veteran-owned businesses across Wisconsin.

Position Title

Equity and Inclusion Human Resources Assistant

Position Number

505108

Agency

Department of Administration

Division/Unit

DPM

Anticipated Weekly Hours

30 - 40

Hourly Pay Range

\$19.50 - \$21.59

Remote Work

Number of Hires

Fully Remote

1

County(s)

City(s)

Statewide

Statewide

Related areas of interest or study

Wisconsin Government Job Category

Business & Finance

Business, HR & Finance

Comments about the position

Intern may need to travel to madison DOA Headquarters for equipment pick up and periodic in person meetings as needed

Position Summary

The Equity and Inclusion Human Resources (HR) Assistant will support a variety of HR functions at the Department of Administration, Region 1 Human Resources. This position will provide paraprofessional support in the areas of the Family and Medical Leave Act (FMLA), Reasonable Accommodations (RA), complaint processing, as well as engagement with the Agency’s Equity and Inclusion strategic plan. This position will work closely with the HR Manger, Equity and Inclusion Specialist, and HR Program Manager supporting the Department of Administration.

Position Duties

This intern position will provide day to day support as well as complete special projects and assignments which may include:

- Assisting medical coordinator in processing FMLA requests
- Assisting medical coordinator in interactive process for reasonable accommodation requests
- Performing note taking during complaint investigations
- Providing data entry for confidential information
- Transcribing Employment Relations (ER) records
- Creating HR templates for various program areas
- Assisting with managing and monitoring initiatives that have been identified the Equity and Inclusion plans and programs
- Attending meetings of the Agency Equity and Inclusion Advisory Committee (EIAC)
- Providing customer service support to employees
- Researching equity and diversity trends
- Analyzing equity and inclusion data
- Other projects and duties as assigned

Requested Knowledge, Skills, and Abilities

Good oral communication and team working skills

- Good customer service skills
- Good attention to detail
- Data entry experience
- Skill in using Microsoft Office including Word, Excel, Outlook
- Ability to work with confidential information

Position Title

Financial Specialist

Position Number

505112

Agency

Department of Administration

Division/Unit

DEBF-SCO

Anticipated Weekly Hours

24 - 40

Hourly Pay Range

\$21.66 - \$21.66

Remote Work

Hybrid; 8 - 24 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison, WI is HQ

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Admin Support/Customer Service

Position Summary

The position will work in the Division of Executive Budget and Finance-State Controller's Office performing a review of paper financial records to determine retention/destruction, project costing to general ledger reconciliations, preparing reports based on reconciled budget amounts and assisting with projects.

Position Duties

RDA review 80%

Review records center boxes and transaction records in STAR for possible document destruction. Project documents must be saved for 6 years after the project close date. Review and research projects for closed date and sort documents into latest date. Paper and electronic documents to be reviewed.

Reconciliations 10%

Project reconciliations, examples may include:

- Project Costing to General Ledger (PC-GL) reconciliation: Run queries in STAR, use template for reconciling, identify variances, work through issues from examples (create as work through some).
- GO Status report: Reconcile budget amounts in STAR to the enumerations on the report and research any variances.

Assist with projects as assigned 10%

Assist with other accounting projects in the State Controller's Office.

Requested Knowledge, Skills, and Abilities

Attention to Detail

Good customer service

Excellent communication skills

Ability to work independently

Position Title

Property Tax Credit Auditor

Position Number

566102

Agency

Department of Revenue

Division/Unit

State & Local Finance / Local Government Services Bureau

Anticipated Weekly Hours

20

Hourly Pay Range

\$18 - \$20

Remote Work

Hybrid; 0 - 12 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Business & Finance

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

This position serves as a Property Tax Credit Auditor Intern in the Local Government Services Bureau, reviewing and processing credit claims, applications and local government records for the Lottery and Gaming credit. This position will also assist with distributing and collecting Lottery and Gaming credit amounts. This position will assist with providing technical and procedural assistance to local government officials, taxpayers and department staff related to the Lottery and Gaming credit.

Position Duties

- Assist in the audit review of Lottery and Gaming credit claims flagged by LGS auditors, municipal treasurers, and county treasurers.
- Assist in the receiving of Lottery and Gaming credit late claim applications.
- Assist in the collections and deposit process for Lottery and Gaming credit payments.
- Assist in the prompt response to customer service taxpayer inquiries, submissions, and requests for further information relating to the Lottery and Gaming credit program.

Requested Knowledge, Skills, and Abilities

Basic computer and keyboard skills effective verbal and written communication skills and good customer service techniques. Ability to work independently with accuracy; ability to work in a fast-paced environment. Experienced in Microsoft Excel table, sort, SUMIF and VLOOKUP functions (preferred)

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) **as soon as possible but no later than February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Something Special from Wisconsin Marketing Support Intern	115102
Agency	Division/Unit
Department of Agriculture, Trade, and Consumer Protection	Division of Agricultural Development - Bureau of Ag Resource and Promotion
Anticipated Weekly Hours	Hourly Pay Range
32	\$17 - \$21
Remote Work	Number of Hires
Hybrid; 0 - 16 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	Public Affairs/Rel & Marketing

Position Summary

The DATCP Division of Agricultural Development administers the Something Special from Wisconsin program. Something Special from Wisconsin (SSfW) is a trademark marketing program Every dollar spent on SSfW products supports local farmers, food processors, entrepreneurs, our communities and their livelihood, as well as the Wisconsin way of life. Each dollar spent on a SSfW commodity is not only an investment in the state's economy, but in its future. is Wisconsin's branded marketing program, helping nearly 500 members promote their Wisconsin-made products since 1983. The Marketing Specialist intern will perform their work at the Prairie Oaks State Office Building on Madison's southeast side. There is an opportunity to telecommute up to 60% of the scheduled work hours for this position.

Position Duties

The Marketing Specialist – Intern (working title: Something Special from Wisconsin Marketing Support Intern) will receive daily direction from the Program Manager and Marketing Specialist for Something Special from Wisconsin to carry out assigned projects and tasks providing marketing, support and general assistance to the professional staff in the Division of Agricultural Development who have responsibility for these programs. After an introductory period to learn about the program's background and goals, the intern will select one main project to accomplish during their internship. Projects could include, but are not limited to; connecting members and buyers, mapping legislative districts, Holiday Campaign preparation, etc. Additional work may include: recruitment of new members, social media, website updates, and development of other marketing tactics to promote the made-in-Wisconsin branded program.

75% - Marketing Support
 25% - Administrative Support

Requested Knowledge, Skills, and Abilities

Basic knowledge of marketing and/or communications
 Effective oral and written communications skills, including copy editing skills
 Experience working with multiple computer applications (i.e., Microsoft Office, SharePoint, Canva, etc.).
 Effective organizational skills, including file management, results tracking, working independently and meeting deadlines
 Experience with event coordination
 Ability to use standard office equipment: calculator, photocopier, scanner and telephone
 Working knowledge of Meta Business Suite and website maintenance, is preferred.
 Knowledge of agriculture and/or food industry, is preferred

Position Title

Alice in Dairyland Marketing Support Intern

Position Number

115105

Agency

Department of Agriculture, Trade, and Consumer Protection

Division/Unit

Division of Agricultural Development - Bureau of Ag Resource and Promotion

Anticipated Weekly Hours

32

Hourly Pay Range

\$17 - \$21

Remote Work

Hybrid; 0 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Public Affairs/Rel & Marketing

Comments about the position

In state travel, with overnight stays, is required for this position

Position Summary

The Marketing Specialist Intern will provide marketing and/or administrative support for the Alice in Dairyland program, in the Ag Resource & Promotion Bureau. Alice in Dairyland is Wisconsin's agricultural ambassador, serving as a full-time public relations spokesperson for one year. Alice in Dairyland is perhaps one of the most recognizable spokespersons for Wisconsin agriculture. She travels throughout the state to promote Wisconsin products to audiences of all ages, educating media, youth and civic groups about the many facets of the state's agricultural industry. The work will be performed mainly at the Prairie Oaks State Office Building on Madison's southeast side; some travel will be required for this position. Telecommuting up to 60% of the scheduled work hours may be available.

Position Duties

The Marketing Specialist – Intern (working title: Alice in Dairyland Marketing Support Intern) will receive daily direction from the Program Manager and Marketing Specialist for Something Special from Wisconsin to carry out assigned projects and tasks providing marketing, support and general assistance to the professional staff in the Division of Agricultural Development who have responsibility for these programs. Main program work would include: 1) Youth Programming - The intern will develop the activities the 78th Alice in Dairyland will present through various programs to youth and young adults across Wisconsin. 2) Campaign Development - The intern will work with program and partner staff to organize media campaigns, specifically Ice Cream (July) and additional fall campaign on a topic to be determined. 3) The intern will assist in creation of videos, articles and other content used in digital and social media; event planning, website updating, drafting media releases, and any other marketing coordination duties as assigned.

75% - Marketing Support
 25% - Administrative Support

Requested Knowledge, Skills, and Abilities

- Basic knowledge of marketing and/or communications
- Effective oral and written communications skills, including copy editing skills
- Experience working with multiple computer applications (i.e., Microsoft Office, SharePoint, Canva, etc.).
- Effective organizational skills, including file management, results tracking, working independently and meeting deadlines
- Experience with event coordination
- Ability to use standard office equipment: calculator, photocopier, scanner and telephone
- Working knowledge of Meta Business Suite and website maintenance, is preferred.
- Knowledge of agriculture and/or food industry, is preferred

Special Requirements:

In-state travel with overnight stays will be required 1-3 times during the internship
 Intern must possess a valid driver's license or the ability to provide one's own transportation for work purposes.

Position Title	Position Number
Technology Projects Assistant	165103
Agency	Division/Unit
Department of Safety and Professional Services	Division of Performance Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$16.57 - \$18.00
Remote Work	Number of Hires
Hybrid; 16 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	

Position Summary

Under the general supervision of the Division Administrator in the Division of Performance Management, this position will be responsible for providing support for on-going administration of the agency's internal and external websites as well as working closely with the project manager to complete special projects that will increase collaboration and efficiency at the Department. Responsibilities may include web content management, revising existing organizational and procedural documents, as well as the creation of new staff training materials and workflows. The position may have other duties as assigned by the Technology Project Manager or the Division Administrator of the Division of Performance Management.

Diversity, equity, and inclusion are core values of the WI State Government. We are committed to building and sustaining an inclusive and equitable workplace environment for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Position Duties

Goals and Worker Activities

40% A. Assist in the research, review, and creation of documentation related to the Department's organizational structures and procedural directives.

A1. Assist in regular review and maintenance of internal organizational documents housed on the agency's SharePoint site that enhance safety and performance such as floorplans, charts, and directories.

A2. Assist with auditing of current agency-wide standard operating procedures and support efforts to compose new or updated documents to be housed on internal webpages.

A3. Carry out a review and revision of the SharePoint Site Hierarchy and Security Structure document for the DSPS ConnectUs site with the Technology Project Manager. Filter current Security groups and remove obsolete data as directed.

A4. Conduct analysis and make recommendations and revisions in coordination with appropriate functional staff to ensure the division's procedural documents reflect best practices and current business approaches. Published documents as appropriate on department websites.

A5. Work collaboratively in support of the division's work to aid the operations of the state's professional boards by assisting with evaluation and updating of the DSPS board SharePoint site permission structure.

A6. Assist with the development of a governing document detailing SharePoint Site Hierarchy and Security Structure for the professional boards SharePoint site.

30% B. Provide support to the Technology Project Manager on agency-wide performance improvement initiatives and high priority special projects.

B1. Apply knowledge and assist with the design, development, and implementation of SharePoint 101 training tools such as job aids, modules, or a site on ConnectUs.

B2. Assist with the creation of a new process to manage Training, Travel, and Speaking Engagement requests for use by all agency staff. Develop new forms and workflows to leverage the Engagement Builder/AccessGov platform to better meet agency needs and goals.

20% C. Provide support to carrying out the duties of the DSPS webmaster to ensure that webpages serve as accurate and timely communication tools for agency stakeholders, staff, and customers.

C1. Under the guidance of their supervisor, orchestrate website content management including posting of press releases and other items on the DSPS internal and external websites using the Content Management System.

C2. Conduct reviews of website content reports from vendors and monitor webpages to ensure timely repair or removal of broken links.

10% D. Perform other duties as assigned or apparent.

Requested Knowledge, Skills, and Abilities

Knowledge, Skills, and Abilities

1. Computer and software proficiency (technical skills to effectively understand and use various software and technology tools such as Microsoft products, SharePoint, Web pages, etc.)
 2. Excellent analytical and critical thinking skills.
 3. Demonstrated ability to work well with people and maintain a professional and service-oriented relationship with customers and coworkers.
 4. Effective oral and written communication skills.
 5. Strong problem-determination and resolution skills.
 6. Ability to be creative, flexible, self-motivated, and quality-oriented.
 7. Organizational skills to prioritize and balance multiple or competing priorities.
 8. Ability to take initiative, plan ahead, and manage time and work schedule
 9. Ability to exercise a professional demeanor and represent the agency in a positive manner.
 10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals
 11. Strong commitment to valuing diversity and contributing to an inclusive workplace environment
-

Position Title	Position Number
Science Communication Intern	370117
Agency	Division/Unit
Department of Natural Resources	Fish Wildlife and Parks
Anticipated Weekly Hours	Hourly Pay Range
40	\$16.57 - \$16.57
Remote Work	Number of Hires
Hybrid; 0 - 19 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	

Comments about the position

Most work hours will be during normal business hours (between 8 AM and 5 PM), but hours may vary during fieldwork. Transportation to the Science Operations Center on the east side of Madison is required; public transportation options are limited. This position is eligible for telework 1-2 days a week, per agreed upon schedule between intern and supervisor.

Position Summary

Description: The Office of Applied Science (OAS) provides original research and consultation services on priority fish and wildlife management and conservation needs for the Wisconsin Department of Natural Resources. OAS provides research services to management programs on a statewide scale. This intern would work alongside the two-person OAS science communications team in delivering research communication products to internal and external audiences.

Study area: Communications and Marketing

Position Duties

75%

- Assist in the development of OAS communications products including newsletters, social media content, magazine articles and internal communications.
- Work with wildlife, fisheries and participatory research staff to determine and prioritize communication products and goals for research projects.
- Collaborate with other DNR communications staff on cross-promotional products, maintaining DNR brand consistency across programs.
- 15% - Develop a stand-alone internship communication project to be delivered by end of intern program.
- 10% - Travel with OAS staff throughout the state to capture research project media (video, audio, still images) for future communication products.

Requested Knowledge, Skills, and Abilities

Interest and appreciation for fish and wildlife research

- Basic experience in forms of communication, storytelling, or narrative styles.
 - o Classroom and extracurricular experience included.

- Detail-oriented, organized, able to work independently and with a team
- Proficient with Microsoft Office

Desired qualifications:

- Adobe Creative Suite experience (e.g. InDesign, Illustrator, Lightroom or Photoshop)
- Professional experience in writing or journalism
- Familiarity with social media platforms and trends (primarily Facebook, Instagram and LinkedIn)80% of job will be an office environment; must be able to sit for long periods of time
- 20% of job will be conducted in the field; must be able to traverse difficult terrain, be outside for long periods of time (potentially in adverse weather), potential for some fieldwork during nighttime hours.
- Most work hours will be during normal business hours (between 8 AM and 5 PM), but hours may vary during fieldwork.
- Transportation to the Science Operations Center on the east side of Madison is required; public transportation options are limited.
- This position is eligible for telework 1-2 days a week, per agreed upon schedule between intern and supervisor.

Position Title	Position Number
Communications Intern	395108
Agency	Division/Unit

Department of Transportation

DTSD/Office of Workforce, Innovation and Budget

Anticipated Weekly Hours

Hourly Pay Range

40

\$16.00 - \$16.00

Remote Work

Number of Hires

Hybrid; 16 - 24 estimated hours remote

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

Communications & Marketing

Comments about the position

This position is headquartered at the Hill Farms State Office Building in Madison but involves considerable travel to work sites statewide to capture photography and video of work zone operations and strategic initiatives of the division. In addition to being self-starting, applicants must be willing and able to travel independently throughout Wisconsin for this position.

Position Summary

As millions of people use Wisconsin’s state highways every day, this is an opportunity to serve a wide audience and make a positive impact by broadening public understanding on the safety topics core to the WisDOT mission. The communications internship is very heavy on photography and videography. It is ideal for any actively enrolled college student who sees a future in journalism, marketing or public affairs. We view this position as a “backpack journalist” where any given day you will be learning about processes or leading projects to help build a deeper understanding of how WisDOT works to create a safe, efficient system for all in all corners of the state. Qualified candidates will be able to demonstrate an ability to take video and shoot photos to support workforce, engagement and outreach programs.

Position Duties

This position helps to create photo and video content that ultimately supports a number of communication products ranging from trainings, presentations, banners, website content and social media. The day-to-day work involves visiting various construction and work sites to collect images and work with subject matter experts. The position is self-starting, and the intern is expected to be doing outreach and setting up appointments with the help of a detailed assignment and task list provided as part of the division communications plan.

Requested Knowledge, Skills, and Abilities

- Journalistic skills including researching, writing, editing and producing written communications.
- Ability to take photos and shoot video.
- Excellent interpersonal skills and verbal communications.
- Strong office management, planning and organizational skills.
- Awareness of and ability to meet deadlines.
- General knowledge of social media and online publications.
- Strong computer skills, including word processing, database and spreadsheet software (Microsoft Office).
- Knowledgeable in public relations and professional communications practices.
- Ability to maintain confidentiality and act with discretion.
- Ability to travel independently among field assignments.
- Skills in ArcGIS, Graphic Design and video editing/production would all be a strong plus.

Position Title

Position Number

Communications Specialist

433101

Agency

Division/Unit

Child Abuse and Neglect Prevention Board

Child Abuse and Neglect Prevention Board

Anticipated Weekly Hours

Hourly Pay Range

20 - 40

\$16.57 - \$25.00

Remote Work

Number of Hires

Fully Remote

1

County(s)

City(s)

Statewide

Statewide

Related areas of interest or study

Wisconsin Government Job Category

Communications & Marketing

Position Summary

The position develops, implements, and evaluates communications and outreach materials, web and social media content to ensure grantees, partners, Board members, legislators, and other government officials, as well as the public receive accurate, timely, and consistent information regarding Wisconsin’s Child Abuse and Neglect Prevention Board. This position works under general supervision of the Executive Director.

Position Duties

- A. Develop communication processes to ensure primary prevention information is clear and presented in a way that is understood by external partners, participants, the public and stakeholders.
 - 1. Work closely with communications staff and program experts to produce products that educate participants and promote programs and services.
 - 2. Develop surveys to obtain feedback related to available information. Develop evaluation tools related to effectiveness of communications.
 - 3. Prepare and disseminate oral and written communications in a variety of formats.
 - 4. Assist in the development and updating of informational brochures and other public informational materials.
 - 5. Assist in the development, review and maintenance of program information found on the public-facing Prevention Board, Celebrate Children Foundation and Five for Families sites.
 - 6. Assist in the development of marketing plans for public facing initiatives
 - 7. Perform activities related to the development, planning, implementation and maintenance of annual Family Strengthening month, quarterly newsletter and other related initiatives.
 - 8. Assist in the development of social media posts.
 - 9. Assist with the development and generate ideas for outreach plans for each identified stakeholder group (identifying best approaches, key interests, etc.)

- B. Provide guidance, expertise, direction, research and assistance to program experts in the review and updating of brochures and other publications, ensuring results contain plain English language clarification.
 - 1. Provides publication documents to subject matter experts for content review and meet with experts to discuss changes and updates to document.
 - 2. Identify technical or complex program language to review and consider revising
 - 3. Suggest plain English options for expressing program content.
 - 4. Make revisions or formatting changes to brochures and documents.
 - 5. Move brochure and documents reviews through lifecycle from beginning to end.
 - 6. Disseminate completed review item for publication.

- c. Provide consultation and assistance to staff responsible for provision of public information, and complaint resolution.
 - 1. Brief Executive Director and staff of progress and issues related to development, progress and implementation of project plans related to public outreach or other communication projects.
 - 2. Attend in staff and other regulator meetings of the Prevention Board, and others as assigned.
 - 3. Assist leadership to identify media opportunities from data and progress points.
 - 4. Perform other duties as assigned by the Executive Director.

Requested Knowledge, Skills, and Abilities

- 1. Advanced interpersonal and written and verbal communications skills and effective communications with a wide range of diverse individuals.
- 2. Knowledge of web and social media platforms, techniques, standards and strategies.
- 3. Experienced in Microsoft Publisher, PowerPoint, WORD, Illustrator, and Photoshop.
- 4. Considerable ability to proofread and edit public awareness and other communications including brochures and social media content for the public.
- 5. Proven ability to communicate effectively, both verbally and in writing, including the ability to summarize information on complex subjects for a wide variety of audiences both internal and external to the Division.
- 6. Proven ability to write in a clear, concise, and grammatically correct manner.
- 7. Thorough and experienced ability to summarize and condense large amounts of information into clear and concise written documents.
- 8. Skill in negotiating agreements and developing compromise among diverse and often conflicting perspectives.
- 9. Customer service skills.
- 10. Knowledge of graphic design techniques
- 11. Research and analysis skills.
- 12. Knowledge of new and effective customer service technology and delivery systems.

Position Title	Position Number
Hmong Language Access Intern	435111
Agency	Division/Unit
Department of Health Services	

Office of the Secretary/Communications/Digital Communications Team

Anticipated Weekly Hours

40

Hourly Pay Range

\$19 - \$19.75

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Public Affairs/Relations & Marketing

Position Summary

The Hmong Language Access Intern will work on efforts to improve DHS's Hmong translated materials and materials that support our relationship with contracted vendors.

Position Duties

During their internship, the intern will:

- Evaluate the materials received from the contracted translation vendor. Areas of focus will be to determine if material produced by vendors meets our guiding principles (credible, accessible, understandable, and adaptable).
- Meet with a variety of program areas to understand complex issues that are often difficult to translate and communicate to Hmong-speaking populations. Provide recommendations on best practices for these issues.
- Through the above efforts recommend additions to the DHS English-to-Hmong glossary (<https://www.dhs.wisconsin.gov/library/p-02318.htm>) for use by DHS' contracted translation vendor.
- Collaborate with the in-house Spanish translation team to discuss best practices and process improvements internally.
- As time allows, duties as assigned to assist Content Specialist with administrative tasks related to communication strategy initiatives.

Requested Knowledge, Skills, and Abilities

- Bilingual in English and Hmong, as verified through a language assessment prior to start.
- Knowledgeable about cultural considerations in the Hmong community.
- Strong communication skills.
- Ability to facilitate meetings.

**Pay may be more for higher levels of education.

Position Title

Communications Intern

Position Number

435120

Agency

Department of Health Services

Division/Unit

DES/AO

Anticipated Weekly Hours

20

Hourly Pay Range

\$18.50 - \$19.25

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Public Affairs/Relations & Marketing

Comments about the position

A few hours in the office when most of the AO staff are there really helps with getting to know you better.

Position Summary

The Communications Intern within the Division of Enterprise Services (DES) will partner with the Administrator's Office on communications work, from research, to writing, to development and review.

Position Duties

Duties of the Communications Intern will include: communicating and planning around DHS educational efforts, policy initiatives, and internal operations and reviewing communications for plain language.

Requested Knowledge, Skills, and Abilities

- Skill using Microsoft Office
- Reading and comprehension skills
- Knowledge of web page creation tools
- Knowledge of content management and curation.
- Interest in working on a team that values creativity and seeing ideas put into reality.

**Pay may be more for higher levels of education.

Position Title

Communications Intern

Position Number

445106

Agency

Department of Workforce Development

Division/Unit

Employment & Training/Administrator's Office

Anticipated Weekly Hours

20 - 40

Hourly Pay Range

\$22.00 - \$27.00

Remote Work

Hybrid; 24 - 32 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Position Summary

Under the general supervision of the Policy Initiatives Advisor of the Division of Employment & Training (DET), the incumbent serves as an intern working closely with multiple functional areas of the division on communications

Position Duties

- Liaison to research, plan, develop, and distribute communication materials to wide internal and external audiences, specifically website content, newsletters, PowerPoints, press releases, and videos.
- In addition, the position collaborates with various departmental and department program teams, and communicates with a variety of agency customers and stakeholders on communications-related projects and assignments

Requested Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- Knowledge of marketing and communications strategies, i.e. press releases, presentations, etc.
- Strong computer skills (e.g., Microsoft Office)
- Effective liaison and networking skills.
- Project management skills.
- Skill in development of public information materials.
- Skill in design layout.

Position Title

Communications Assistant

Position Number

455107

Agency

Department of Justice

Division/Unit

Office of the Attorney General

Anticipated Weekly Hours

40

Hourly Pay Range

\$16.57 - \$27.12

Remote Work

Hybrid; 8 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Public Affairs/Relations & Marketing

Position Summary

Under close supervision this position will work in the Office of the Attorney General (OAG). This position will provide support and assistance to OAG communications staff to help Wisconsin DOJ inform and educate the public about actions taken to address important issues across Wisconsin.

Position Duties

Duties include, but are not limited to, media briefings for senior staff; drafting or editing written content like social media, press releases, citizen correspondence, or articles; organizing press conferences; traveling for media events; and updating the Wisconsin DOJ website.

Requested Knowledge, Skills, and Abilities

Knowledge, experience, and/or training in writing, editing, social media platforms, Microsoft Office products, Adobe Creative Suite, working with the media.

Position Title

Communications Specialist

Position Number

505106

Agency

Department of Administration

Division/Unit

Division of Enterprise Operations / WI Women's Council

Anticipated Weekly Hours

10 - 12

Hourly Pay Range

\$16.57 - \$17.24

Remote Work

Hybrid; 6 - 8 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Position Summary

This position provides support to the Wisconsin Women's Council and its Executive Director. Under the supervision of the Executive Director of the Women's Council, this Communications Specialist position will work on a variety of communications, marketing, and social media efforts for the Women's Council with a focus on supporting initiatives that empower women, serving as a clearinghouse for information on the status of women in the state, and promoting unique partnerships to further women's economic and social equality and improve this state's tax base and economy. Strong skills in the areas of written and oral communication, computer knowledge, especially the Microsoft Office Suite and social media platforms: Facebook, LinkedIn, and Instagram.

Position Duties

Communications: 90%

- Assist with collecting, organizing, and drafting detailed communications for distribution to external audiences using various communication channels (e.g. websites, newsletters, social media, meetings, etc.)
- Assist with the developing outreach materials and social media posts for the Women's Council events and initiatives.
- Work to expand the Women's Council social media presence and increase followers.
- Assist with the development of a social media calendar to schedule social media posts in advance related to specific days throughout the year related to topics or initiatives that advance gender equity or women's issues, such as Equal Pay Day or International Women's Day.
- Assist with enhancing the Women's Council LinkedIn page and profile to broaden connections and build a strong following in the professional networking platform.
- Assist with reviewing and revising email lists in the Women's Council GovDelivery listserve platform.

Other duties as assigned: 10%

- Assist with drafting press releases.
- Attend meetings with the Executive Director and Council members.

Requested Knowledge, Skills, and Abilities

- Ability to establish and maintain relationships and work collaboratively with stakeholders and partners.
- Knowledge and usage of effective and efficient office management and excellent oral and written communication skills.
- Ability to prioritize, meet deadlines, and manage time efficiently.
- Ability to work both independently and as part of a team.
- Computer skills and knowledge of Microsoft Office Suite.
- Knowledge of social media platforms: Facebook, LinkedIn, and Instagram.

Position Title	Position Number
Continuous Improvement Communications Intern	505110
Agency	Division/Unit
Department of Administration	Secretary's Office / SMP
Anticipated Weekly Hours	Hourly Pay Range
20 - 40	\$20.00 - \$22.00
Remote Work	Number of Hires
Hybrid; 16 - 32 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	Public Affairs/Relations & Marketing

Position Summary

The strategic Management and Planning Team supports both the Department of Administration and executive branch agencies with continuous improvement content, training, and aligning of continuous improvement efforts. This position will focus on creation, improvement, and optimization of internet and intranet sites administered by the Strategic Management and Planning Team. This position will be located in the Department of Administration Secretary's Office. It will be positioned to participate and observe continuous improvement, leadership development, and employee engagement efforts from around DOA and the State. This position will provide unique insight into the many functions of DOA and the great work we accomplish every day.

Position Duties

Primary duties will be to update, correct, refresh, and if necessary re-design the various internet and intranet sites for Continuous Improvement, Employee Engagement, VRG, Emerging Leaders, and a few others

- Create, design, edit, proof, and maintain content for internal and external communications, the new customer portal, presentations, and customer service tools.
- Design and maintain materials for internal and external communications, the internal website, presentations, and customer service tools.
- Assist with the coordination and planning of events.
- Coordinate survey and reporting responses as assigned.

Requested Knowledge, Skills, and Abilities

- Oral and written communication skills.
- Ability to provide excellent customer service.
- Ability to work both independently and as part of a team.
- Ability to organize and prioritize work.
- Publishing content on internet and intranet.
- Web/forms development.
- Internet tools and technologies.
- Knowledge of Microsoft Office products and other programs (Office, SharePoint, Adobe Creative Suite, Power Platform, data visualization, etc.)
- Knowledge of current and emerging industry standards for Internet and wireless technology uses.
- Ability to develop and maintain databases (i.e. SharePoint, Access, or other systems).
- Familiar with IT application development methods and techniques.
- Knowledge of 508 accessibility and other related compliance regulations.
- Experience collecting, communicating, and storing survey data through an online platform.
- Ability to develop metrics and/or measures of success.

Position Title	Position Number
Communications Intern with the DOA Secretary's Office	505115
Agency	Division/Unit
Department of Administration	Secretary's Office
Anticipated Weekly Hours	Hourly Pay Range

15 - 24

\$20 - \$22

Remote Work

Hybrid; 4 - 8 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Position Summary

This position will work within the Department of Administration (DOA), Secretary's Office to support the development of internal and external communication materials, including preparation for external events and webinars, media monitoring, and stakeholder engagement. In addition, this position may support internal DOA employee communication and engagement efforts, including DOA Town Halls, weekly newsletter, website support, and provide assistance with writing copy. This position will work with the public, state and local agencies, community interest and advocacy organizations, news, and print media. This position will help provide overall communications support within the DOA Secretary's office, and work under the direction of the DOA Communications Director.

Position Duties

This position will help support internal and external communication efforts of the DOA Secretary's office, including employee communication and engagement activities, raising awareness of DOA programs and activities through written communication, web content, and social media, and providing administrative support for outreach events and activities. Limited state travel may be required.

Requested Knowledge, Skills, and Abilities

Excellent verbal and written communication skills.

Knowledgeable in public relations and professional communications practices.

Strong computer skills, including word processing, database and spreadsheet software (Microsoft Office). (e.g., Microsoft Office)

Ability to provide outstanding customer service.

Ability to prioritize and meet deadlines.

General knowledge of social media and online publications.

Ability to maintain effective interpersonal relationships with a variety of people at different levels both within and outside the organization.

Project management skills.

Ability to prepare materials for dissemination to a wide variety of audiences.

Position Title

Communications Intern

Position Number

515102

Agency

Department of Employee Trust Funds

Division/Unit

Office of Communications

Anticipated Weekly Hours

20 - 30

Hourly Pay Range

\$16.57 - \$20.00

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Communications & Marketing

Wisconsin Government Job Category

Position Summary

The Communications intern will support ETF Communications team on a variety of communication-based tasks.

Position Duties

Intern will write feature-style articles for agency's internal employee blog (ETF Community), proofread and edit documents/forms and video scripts. Intern will also assist with website content management and coding for accessibility in preparation for new federal WCAG 2.1, Level AA, ADA requirement (effective April 24, 2026). Assist with asset management library maintenance in SharePoint Online and assist with special projects as assigned (i.e., Open Enrollment 2026, etc.). Intern will also shadow communication team staff (webmaster, communications specialist - advanced for member benefits-related communications, and eLearning specialist for member benefits-related educational content).

Requested Knowledge, Skills, and Abilities

Creative Writing, Proofreading and Editing, Detail oriented, Problem-solver, and self-starter. Familiar with Microsoft Office Suite (Word, PowerPoint, Outlook, Excel).

Prefer experience with website content management system, SharePoint Online, and PDF editing.

Position Title	Position Number
Customer Experience (CX) Specialist	515103
Agency	Division/Unit
Department of Employee Trust Funds	DBA Customer Experience & Business Initiatives
Anticipated Weekly Hours	Hourly Pay Range
40	\$26 - \$26
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	Business, HR & Finance

Position Summary

This is professional work supporting the Customer Experience (CX) Office and cross-functional workgroup in strategic initiatives for developing and maintaining customer personas, journey and empathy mapping across multi-functional end-to-end business processes related to the administration of complex benefit programs.

Position Duties

The work for customer experience (CX) improvement projects and activities will result in the identification, documentation, and sharing of CX data and case studies to generate deeper understanding and insights to inform future planning related to the department's long-term CX road map.

Requested Knowledge, Skills, and Abilities

- Customer-centric approach
- Strong communication and story-telling skills
- Data-driven mindset
- Interest in learning complex pension and insurance benefit programs
- Process improvement principles

Position Title	Position Number
Communications Intern	566101
Agency	Division/Unit
Department of Revenue	Office of the Secretary
Anticipated Weekly Hours	Hourly Pay Range
20 - 40	\$17.00 - \$20.00
Remote Work	Number of Hires
Hybrid; 8 - 16 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Communications & Marketing	Public Affairs/Relations & Marketing

Position Summary

Collaborate with communications team and perform research on new ideas, directions, and tools for communications. Assist in planning and writing internal and external newsletters articles. Assist in writing, reviewing, and editing press releases, social media posts, video scripts, and website content. Assist video producer on shoots and at events. Assist with editing of videos. Collaborate with communications team on ideas for improving the user experience on the external website. Participate on the website improve team.

Position Duties

This position will assist the communications team with content creation (writing, graphic design, etc.) for social media, the external website, the agency intranet site, digital monitors, press releases, and newsletters as well as updating the media contact list. This position will also assist the agency Communication Specialists writing scripts, producing videos, and working on a project to improve the external website user experience.

Opportunity to lead projects.

Requested Knowledge, Skills, and Abilities

We are looking for a self-starter with excellent written and verbal communication skills who is excited to learn about the department.

Experience with at least two of the following preferred: writing, social media, research, content management, and graphic design.

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Chemist - Intern	115103
Agency	Division/Unit
Department of Agriculture, Trade, and Consumer Protection	Division of Management Services - Bureau of Laboratory Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.00 - \$22.00
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	Life/Physical/Lab Sciences

Position Summary

The DATCP Bureau of Laboratory Services provides services in support of many DATCP programs. Laboratory services include: Chemical, microbiological, physical and biological testing, surveillance testing of food, meat, dairy, animal feed, fertilizer and other commodities. Testing detects harmful adulterants and fraudulent label claims. Testing related to pesticide misuse, groundwater contamination, food safety, toy and product hazards, toxic response incidents, agrichemical spills, public health emergency response and other investigations. The Chemist intern will be headquartered at the Bureau of Laboratory Services located on Madison's southeast side and will be required to work on-site daily.

Position Duties

This position maintains a primary emphasis on analysis of agriculturally related samples including, acute pesticide/fertilizer spills as well as soil and other matrices for pesticides and/or industrial chemical residues and feed and fertilizer samples for guarantee analysis.

This position will assist in the preparation of laboratory samples (e.g. samples for pesticide residue testing) for analysis (e.g. sieving, grinding, blending, extracting, representative sampling, etc.). Provide analytical support to the Pesticide Analysis Unit in the analysis of environmental samples for pesticide residues and/or industrial toxins. Prepare reagents and standards as required. Provide analytical testing support to other chemistry units as assigned.

80% Performance of analysis of samples withing the Chemistry section

15% Responsible for participation in Bureau initiatives

5% Maintenance of expertise as a Chemist

Requested Knowledge, Skills, and Abilities

Working knowledge of the principles, practices and techniques of analytical chemistry.

Working knowledge of laboratory safety practices

Special Requirements:

This position requires that the intern be entering their Junior or Senior year in the Fall of 2025 with a major in Chemistry or a related field such as Biochemistry or Chemical Engineering

Ability to lift up to 50 lbs.

Ability to work with a range of chemicals, reagents, live cultures, etc. - some of which may necessitate use of protective equipment (Protective equipment is provided for work and may include safety glasses, lab coat, gloves, mask, etc.)

Position Title

OEI Data Science Intern

Position Number

155102

Agency

Public Service Commission

Division/Unit

Div. Digital Access, Consumer, Environmental Affairs/Office of Energy Innovation

Anticipated Weekly Hours

10 - 40

Hourly Pay Range

\$19.00 - \$25.46

Remote Work

Hybrid; 8 - 32 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Engineering & Other STEM

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

This position works in the Public Service Commission (Commission) of Wisconsin's Office of Energy Innovation (OEI). The OEI is made up of the State Energy Office and the Focus on Energy Program. The OEI manages several federal and state programs. Under the general supervision of the State Energy Office Supervisor and Bureau Director of the Office of Energy Innovation, this position works as part of an interdisciplinary team comprised of program and policy analysts, grant specialists, data analysts, and administrators. The position will prepare special reports, analyses, and visual and written resource materials pertaining to energy planning and security for Wisconsin. Materials developed or maintained through this position contribute to the health, safety, and economic well-being of the state, including its residents, businesses, and infrastructure. Assigned tasks will vary depending on the selected applicant's skills and interests.

Position Duties

- Analyze and present data that supports energy security activities within the State Energy Office
- Compile, analyze and present energy usage data
- Miscellaneous projects as assigned
- Professional Proficiency

Requested Knowledge, Skills, and Abilities

- Significant coursework in data science/data analysis, math, statistics, public administration, public or environmental policy, economics, accounting, civil engineering, or a related field
- Demonstrated experience developing, analyzing, and presenting large data sets using Microsoft Excel spreadsheets and Microsoft PowerBI
- Experience working with other data visualization platforms, GIS tools is a plus
- Interest or experience in data science, economics, public utility regulation, public administration, or policy analysis
- Excellent verbal and written communication skills
- Good organizational skills
- Ability to analyze complex information in a logical manner to reach independent conclusions

Position Title	Position Number
Engineering Intern	155105
Agency	Division/Unit
Public Service Commission	Division of Energy Regulation and Analysis/Gas Pipeline Safety Unit
Anticipated Weekly Hours	Hourly Pay Range
40	\$21.50 - \$25.20
Remote Work	Number of Hires
Hybrid; 0 - 32 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	Architecture & Engineering

Comments about the position

The telework schedule is flexible. The position has the potential for travel to the field 1-3 days out of each week.

Position Summary

The Gas Pipeline Safety Unit within the Bureau of Natural Gas Analysis and Safety is comprised of 8 engineers who ensure the safe, reliable, affordable, and environmentally sound operation of 80,000 miles of natural gas pipelines in the state for over 2 million customers. The engineering intern will assist pipeline safety staff in engineering and technical projects supporting the monitoring and enforcement of compliance with state and federal safety codes. The intern position will assist in projects related to a variety of utility engineering including the design, construction, welding, corrosion control, emergency and leak management, and maintenance of natural gas facilities. The position will also include frequent field visits to jobsites and gas facilities to learn and assist in the application of pipeline safety rules during inspections.

Position Duties

Position responsibilities include assisting with the following:
 review and analysis of natural gas construction projects;
 field inspections of natural gas facilities to determine compliance with codes and standards;
 audits of utility plans, practices, records, and emergency or incident response to determine compliance with pipeline safety codes;
 development of reports and investigations including documentation of analysis of collected data, conclusions, and recommendations;
 assisting in developing and maintaining analytical tools and databases;
 investigate excavation damages to natural gas facilities and perform root cause analysis;
 other technical projects requiring planning, execution, analysis, and communication of conclusions and next steps

Requested Knowledge, Skills, and Abilities

Basic knowledge of engineering theories and principles as related to the planning, design, construction, and operation of infrastructure
 Ability to acquire and use knowledge of safety codes, standards, and statutes.
 Ability to perform field inspections of utility facilities, occasionally in adverse weather conditions and active jobsites
 Ability to travel at least one day per week, occasionally up to 3 days with consecutive overnights
 Basic knowledge of safety procedures, requirements, and techniques, including ability to follow safe workplace practices
 Skill in using standard office software to write and analyze data
 Ability to communicate effectively both in writing and verbally in a clear, concise, and correct manner

Position Title	Position Number
Waste and Materials Management-Engineer	370110
Agency	Division/Unit
Department of Natural Resources	Environmental Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.50 - \$27.00
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Brown County	Green Bay
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	Life/Physical/Lab Sciences

Position Summary

The primary duties and responsibilities of the position are learning dynamics of the DNR's mission, values and inter-program coordination and interaction; enhancing understanding of solid waste disposal facility design, operations, environmental monitoring and data interpretation, risk management, and application of engineering principals; co-review written and in-field evaluations of engineering design, construction and operation of closed, active and proposed solid waste disposal facilities for compliance with applicable regulations and approved plans; collect and interpret engineering reports and associated data to compile and present findings from data collection and interpretation; coordinate with regional Waste and Materials Management Program staff to assist with conducting and documenting inspections of active and closed solid waste disposal facilities; and learn DNR's stepped enforcement process.

Position Duties

50%- Review landfill approvals and associated engineering plans to assist in engineering evaluation, data collection/organization, interpretation and/or documentation for Organic Stability Plans; leachate generation rates; research, development and demonstration plans; and historic activities. Provide additional assistance to the regional or lead engineers as requested.

25%- Coordinate with Waste and Materials Management Program engineers and other program staff to conduct and document investigations, evaluations, inspections and documentation of newly developed, existing or closed sites for compliance with and enforcement of environmental regulations, plan approval conditions, and court and administrative orders.

15%- Assist Waste and Materials Management Program engineers and other program staff on identifying and properly labeling documents associated with landfill and other solid waste management facilities.

5% - Participate in inspections with other DNR engineers.

Requested Knowledge, Skills, and Abilities

Pursual of an environmental or civil engineering degree.

Position Title	Position Number
Water Supply Engineer - Plan Review	370126
Agency	Division/Unit
Department of Natural Resources	Environmental Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.50 - \$27.00
Remote Work	Number of Hires
Hybrid; 0 - 24 estimated hours remote	2
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	

Comments about the position

Position is available for telework up to 3 days/ week. Office hours are flexible. Some traveling may be required for training purposes

Position Summary

This position will be responsible for reviewing plans and specifications for water systems. The position will be part of the Environmental Management Division in the Bureau of Drinking Water and Groundwater. Employee will be part of the Public Water Engineering Section. This position will mainly be responsible for reviewing and approving watermain submittals.

Position Duties

- 80% Review and approve plans and specifications for water main submittals.
- 10% Review and approve plans and specifications for facility projects.
- 10% Log projects that come in through intake, reach out to the party submitting projects, and regional staff to inform them that project has been received.

Requested Knowledge, Skills, and Abilities

Currently in or accepted to a 4-year engineering program

Position Title

Water Supply Specialist

Position Number

370127

Agency

Department of Natural Resources

Division/Unit

Environmental Management

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Onsite Only

Number of Hires

1

County(s)

Brown County

City(s)

*Note: Position will be located in either Oshkosh or Green Bay (candidates' choices)

Related areas of interest or study

Engineering & Other STEM

Wisconsin Government Job Category

Life/Physical/Lab Sciences

Position Summary

This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water. This position is responsible for conducting inspections of small public drinking water systems in Northeastern Wisconsin. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations.

Position Duties

- 75% - Conduct annual site visits at small public drinking water systems, as assigned, in accordance with section NR 809.31(1)(d), Wis. Adm. Code. Visually inspect the well and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form when a corrective action is required.
- 15% - Prepare for field work. Plan for annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information.
- 10% - Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings in the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators or recommending enforcement action. Other associated duties as assigned.

Requested Knowledge, Skills, and Abilities

- Coursework in one or more of the following: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology.
- Ability to read maps.
- Ability to accurately enter data into databases and electronic spreadsheets.
- Strong communication skills, reliable, self-starter.

Position Title

Position Number

Economist Intern	445103
Agency	Division/Unit
Department of Workforce Development	Employment & Training/Bureau of Workforce Information & Technology Support
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$27.00
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	Social Sciences & Research

Comments about the position

This person will work with our team of researchers and field economists located throughout the state. Some travel may be required within the state. Appleton, Green Bay, Madison, or Eau Claire are ideal locations due to staff work sites.

Position Summary

The Office of Economic Advisors (OEA) Economist Intern will collect and use local economic and labor market information to conduct analysis, interpret results, and present findings of economic and labor force conditions and trends. The position will disseminate economic and workforce data and analysis. The position is under the general supervision of the OEA Section Chief but will work closely with other researchers and/or economists. The Fox Valley (Appleton or Green Bay), Madison, or Eau Claire are ideal locations due to staff work sites, but the position can be anywhere in the state.

Position Duties

- Analyze and interpret economic, workforce data and information relevant to local and state labor markets
- Assist regional economists and researchers with projects that support DWD's mission, improving the workforce and economy, including research involving the Wisconsin State Registered Nurses survey
- Develop clear and comprehensive information for presentation to internal and external customers.
- Continually improve technical skills and knowledge base, evaluate new and additional data sources and incorporate them into analyses and products, learn new software and tools, and enhance the overall capability of the office.
- Contribute to economic and workforce information dissemination by working with regional economists and researchers.

Requested Knowledge, Skills, and Abilities

- Knowledge of state demographics, economics, and labor force issues
- Knowledge of research analysis methods and techniques (e.g., regressions) using statistical tools (e.g., R, SAS, Stata, Python)
- Excellent verbal and written communication skills
- Ability to manage and re-structure large data sets (i.e., data wrangling)
- Ability to learn new statistical tools and understand new data sets.

Position Title	Position Number
DNA Laboratory Intern	455105
Agency	Division/Unit
Department of Justice	DFS Milwaukee Laboratory/DNA Analyst Unit
Anticipated Weekly Hours	Hourly Pay Range
20	\$21.55 - \$21.55
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Engineering & Other STEM	Life/Physical/Lab Sciences

Position Summary

This project will involve evaluating items from prior laboratory work. It will involve inventorying, organizing, logging, packaging and labeling items. As an assistant in this project, the intern will be expected to communicate regularly with the team leader(s) so that all are aware of the status and progress of the project. Notes will need to be complete and accurate, and attention to detail is required. An ability to work independently once tasks are assigned is also required. These items will be biohazardous, so proper personal protection and clean technique will be required.

Position Duties

Accurately logging project items in designated spreadsheets and/or databases/systems, appropriately labeling, packaging, and relocating (if necessary) the physical items, preparing written summaries of inventory, and providing regular updates to project leaders and management.

Requested Knowledge, Skills, and Abilities

"Knowledge of good laboratory practice and documentation of processes.

Knowledge of proper chain of custody principles.

Knowledge of and skill using Microsoft Office programs, database programs, and general office equipment.

Skills in communicating (both orally and written) effectively with laboratory staff.

Knowledge of quality assurance/quality control programs in laboratories.

Knowledge of laboratory safety programs for biohazardous materials.

Ability to rank work priorities and multitask.

Ability to display efficient time management and organizational skills.

Ability to work independently and in a team setting.

Ability to be detailed and accurate.

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title

Conservation Compliance - Intern

Position Number

115101

Agency

Department of Agriculture, Trade, and Consumer Protection

Division/Unit

Division of Agricultural Resource Management - Bureau of Land and Water Resources

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Comments about the position

This internship requires independent travel throughout the state, at times requiring extended workdays to complete site visits.

Position Summary

DATCP Division of Agricultural Resource Management's Bureau of Land and Water Resource Management administers programs to conserve the State's land and water resources, reduce soil erosion and manure runoff and enhance water quality. This internship will work with permanent program staff in the administration of land and water conservation monitoring. This position will be headquartered at the Prairie Oaks State Office Building on the southeast side of Madison.

Position Duties

This intern position is responsible for assisting with the conservation easement monitoring aspects of the Conservation Reserve Enhancement Program (CREP). The position will work with permanent program staff to implement the department's monitoring protocol, which includes field visits to conservation easement locations across the state. The position will be responsible for scheduling easement visits, ensuring equipment is in working condition, accompanying permanent staff on monitoring visits, and following up with landowners. In addition to field work, this position may be assigned to help scan CREP files in a transition to electronic record-keeping and update CREP information and education materials. There may be some limited opportunities for work in closely related program areas, including the farmland preservation program and nutrient management.

- 80% - Implement CREP easement monitoring program
- 10% - Promote CREP to county partners and landowners
- 10% - Modernize CREP administration

Requested Knowledge, Skills, and Abilities

- Familiarity with GPS equipment and the ability to use it or the willingness to learn.
- Basic knowledge of plant identification including native and non-native forest, prairie and wetland species.
- Ability to use office equipment such as word processors, presentation programs, spreadsheets, database applications, and copy/scanning machines.
- Effective written and oral communication.
- Strong interpersonal skills and the ability to function effectively in a team environment.
- Familiarity with and ability to use ESRI ArcMap GIS software to edit spatial data and generate maps.
- Knowledge of remote sensing and ability to interpret land cover types from high resolution aerial photography.

Special Requirements:

- Must possess a valid driver's license or the ability to provide one's own transportation for work purposes*
- Ability to lift up to 50 lbs.
- Ability to walk/hike short to moderate distances in rugged/uneven terrain, in varied weather conditions
- Ability to travel throughout the State
- *Monitoring visits require the intern to travel independently to sites throughout the State

Position Title	Position Number
Groundwater Associate - Intern	115106
Agency	Division/Unit
Department of Agriculture, Trade, and Consumer Protection	Division of Agricultural Resource Management/Bureau of Agrichemical Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$21.00 - \$21.00
Remote Work	Number of Hires
	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	Life/Physical/Lab Sciences

Position Summary

The DATCP Division of Agricultural Resource Management's Bureau of Agrichemical Management (ACM) oversees regulation of pesticides; fertilizers, soil additives, and lime; and animal feeds, including pet food. ACM performs routine monitoring for pesticides and nitrate to evaluate the occurrence of agrichemicals in surface water and groundwater. DATCP's Bureau of Laboratory Services (BLS) analyzes samples for nitrate and more than 100 pesticide compounds using modern analytical methods. This position will be headquartered at the Prairie Oaks State Office Building on the east side of Madison.

Position Duties

This internship position will support groundwater specialists with coordination of existing non-point monitoring projects including the Targeted Sampling Program, Surface Water Sampling program (see DATCP Home Surface and Groundwater Monitoring: https://datcp.wi.gov/Pages/Programs_Services/SurfaceGroundwaterMonitoring.aspx). Duties will include the following: 1) Support water sampling team members with coordination of ordering and shipping sample bottles and other equipment and field supplies 2) Coordination with lab for bottle requests and sample submission, 3) Sample collection scheduling with private well owners, 4) Transfer of field data and laboratory provided data to program databases, 5) Preparation of data tables, 6) Assist with preparation of letters to private well owners, and 7) Assist with preparation of data table, trend analysis graphs, and interpretation of water quality standards for reporting.

Requested Knowledge, Skills, and Abilities

Knowledge of and/or coursework in water resources, environmental science or hydrogeology.
 Strong computer skills (i.e., Microsoft Office software or similar).
 Strong analytical and organizational skills.
 Effective written and verbal communication skills.

Position Title	Position Number
Private Sewage Plan Reviewer- Intern	165101
Agency	Division/Unit
Department of Safety and Professional Services	Industry Services/Field Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.97 - \$22.97
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	Inspector/Compliance/Reg

Position Summary

Under general supervision by a Section Chief, Division of Industry Services, the Intern assists POWTS Plan Reviewers with examining Private On-site Wastewater Treatment System (POWTS) designs and specifications for code compliance and provides technical consultation with owners, contractors, architects, engineers, government agencies and the public on the regulations concerning POWTS systems. The Intern provides support to owners, contractors, architects, engineers, government agencies and the public on the regulations concerning POWTS systems. The Intern maintains up-to-date knowledge of current codes and design concepts for new installations and maintains an awareness of obsolete codes.

Position Duties

- A. Assists with examination of Private On-Site Wastewater Treatment System (POWTS) designs, plans and specifications, and engineering calculations submitted by engineers, architects, plumbing designers or master plumbers for compliance with State Statutes Codes
 - A1. Assists with examining and interpreting plans, specifications and calculations.
 - A2. Assists in reviewing and evaluating soil reports and site data reported by soil testers. Verify accuracy of data reported by county and district staff and the suitability of the proposed system design to protect the groundwater.
 - A3. Assists in evaluating plans regarding the location of system components and the elevation of the absorption area for compliance with code requirements. Analyze calculations on wastewater loads, and verify the size and geometry of the proposed system design to ensure its compliance with code.
 - A4. Determine if plans are to be approved, conditionally approved, withheld, or not approved. Enter data into the computer and generate approval and abeyance letters associated with submitted plans.

- B. Provide support and consultation to division staff, agents, architects, engineers, plumbing designers and master plumbers regarding POWTS designs. Prepare training materials and papers for customers pertaining to the requirements of Wisconsin Statutes and Administrative code. Increase/maintain knowledge of codes and engineering principles and practices and soil science.
 - B1. Respond to questions that arise during the review process. Offer assistance and refer to appropriate staff when needed.
 - B2. Research and prepare training materials relating to POWTS.
 - B3. Read and study technical publications, textbooks, magazines, trade journals and national standards to maintain a broad knowledge of trends, engineering principles, soil science and code related Issues.

- C. Develop, interpret, document and analyze policies and procedures related to the POWTS program.
 - C1. Assist in writing technical reports, position papers, memos and letters as assigned to document program findings, implement program policies and respond to program requests.
 - C2. Assist in developing and implementing policies, processes, priorities and plans for program development.

- D. Other duties as assigned including:
 - D1. Provide quality services to both our external and internal customers.
 - D2. Participate in DIS project teams as appropriate.
 - D3. Be open to new ideas, concepts, and directions that may challenge existing paradigms.

Requested Knowledge, Skills, and Abilities

- The position requires the physical ability to perform the duties in a general office setting. Extended periods of sitting or standing at a desk reviewing plans and a computer screen. The employee is required to react appropriately when hazards are identified.
- Excellent interpersonal skills
- Strong customer service focus
- Ability to work a flexible work schedule to accommodate customers.
- Professional approach to problem-solving and ability to resolve issues in a collegial and positive manner
- Ability to provide own transportation and travel to statewide locations
- Knowledge of specific engineering and technicalities in laws, rules, polices and best practices related to wastewater treatment and soil science in the built environment and on premises
- Ability to understand technical specifications and apply technical expertise to real life situations
- Ability to take initiative, plan ahead and manage time and work schedule
- Ability to receive feedback and be open to change
- Effective public speaking skills and ability to develop and transfer technical knowledge to audiences of all sizes
- Software and computer proficiency
- Knowledge of statutes and administrative codes, particularly related to Private Onsite Wastewater Treatment Systems, and credentialing regulations, (Statutory references include: 145, 101, and 254; and Administrative Rules: SPS 302, 303, 305, 381-386).
- Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment
- Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals

Position Title	Position Number
Hydrogeologist	370101
Agency	Division/Unit
Department of Natural Resources	Environmental Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$21.00 - \$22.13
Remote Work	Number of Hires
	1
County(s)	City(s)
Brown County	Green Bay
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	Life/Physical/Lab Sciences

Comments about the position

This position is available for telework for up to 60% of hours worked per week, 40% must be spent in the office. Occasional travel to meetings and site visits around the state may be requested.

Position Summary

The primary duties of this position are to provide geologic and hydrogeologic principles and practices in carrying out the Waste and Materials Management (WA) program's responsibilities. This includes applying geologic and hydrogeological aspects of land application/ waste disposal, analyzing the fate of potential contaminants in soil and groundwater and interaction between soil and other geologic materials, groundwater, and surface water; and designing monitoring systems, groundwater programs, and the interpretation of groundwater and surface water sampling results. This position has responsibility for plan review; conducting inspections; evaluating facility performance and long-term care; assist with conducting and/or overseeing the preparation of groundwater related studies, guidelines, policies, procedures, criteria, codes and standards related to hydrogeological work activities. The position functions as part of a regional team of program staff responsible for ensuring that assigned facilities are sited, operated, closed and maintained in a manner that protects human health and the environment. The position deals on a routine basis with hydrogeological issues which involve interpretation, creativity, and judgment.

Position Duties

50% A. Perform the hydrogeologic review and project management of Initial Site Inspection Requests, Initial Site Reports, Feasibility Reports, Plans of Operations, Site Construction Documents, Closure Plans, Remedial Action Plans and Plan Modifications for existing and/or proposed waste management and disposal facilities, and exemptions for waste reuse. Work administered will be with oversight from an assigned mentor, Supervisor, and/or reviewed during the peer review process.

40% Conduct and/or coordinate with WA program engineers and other program staff to conduct Department audits, investigations, evaluations, inspections and documentation of newly developed, existing or closed sites for compliance with and enforcement of environmental regulations, plan approval conditions, and court and administrative orders.

10% Complete preliminary evaluation of private well sample results and draft results notifications to private well owners for hydrogeologist review and signature.

Requested Knowledge, Skills, and Abilities

Familiarity or pursual of degree in hydrogeology, geology or earth sciences.

Position Title

Water Supply Specialist - Implement New Rules to Address Lead in Drinking Water

Position Number

370102

Agency

Department of Natural Resources

Division/Unit

Environmental Management

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Number of Hires

2

County(s)

Dane County

City(s)

Fitchburg

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Life/Physical/Lab Sciences

Comments about the position

Field duties require field presence, no telework. Driver's License and permission to drive a state vehicle or availability of a personal vehicle is needed for full performance of duties.

Position Summary

This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water.

This position is responsible for helping small public drinking water systems comply with the requirements of the 2024 Federal Lead & Copper Rule Improvements (LCRI). Specifically, this position provides technical assistance to non-transient non-community (NN), and other-than-municipal (OTM) drinking water systems located in southcentral Wisconsin. This work is conducted via site visits and in-person meetings, as well as virtual meetings, phone calls, and emails. NNs are typically manufacturing facilities or schools. OTMs are typically mobile home parks or condominium complexes.

Training and mentoring will be provided to ensure the student intern's success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations. This full-time summer intern position is stationed at Fitchburg.

Position Duties

- 80% Provide technical assistance to owners/operators of NN and OTM water systems on lead and copper rule requirements such as: service line inventory, consumer notification, public notices, public education, violation follow up, monitoring and reporting.
 - o Review service line inventory, consumer notification, public notice, public education and other submittals to determine whether state and federal requirements are satisfied. Identify any deficiencies for violation follow up.
 - o In consultation with senior staff, determine violation severity, necessary corrective actions, and appropriate follow up actions such as warning letter, notice of noncompliance, secondary enforcement request for notice of violation, etc. Guided by senior staff, communicate with water system owner/operators about the alleged violations and corrective actions needed. Draft and issue violation correspondence.
 - o Monitor and track completion of corrective actions in DWS data system.
- 10% Complete data entry as needed to support the Lead & Copper team.
- 10% Other duties as assigned. Job shadow experienced field staff across multiple DNR programs to learn about career possibilities at DNR. Participate in SWSDIP programming to expand understanding of State of Wisconsin career opportunities.

Requested Knowledge, Skills, and Abilities

Minimum Qualifications:

- Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology
- Ability to read maps
- Ability to accurately enter data into databases and electronic spreadsheets
- Strong communication skills

Preferred Qualifications:

- Experience working as part of a team; as a student, volunteer or employee
- Experience providing customer service; as a student, volunteer or employee
- Experience with data analysis; as a student, volunteer or employee
- Strong organizational skills
- Attention to detail

Position Title	Position Number
Water Supply Specialist - Inspect Small Public Drinking Water Systems	370103
Agency	Division/Unit
Department of Natural Resources	Environmental Management
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$20.65
Remote Work	Number of Hires
Onsite Only	2
County(s)	City(s)
Dane County	Fitchburg
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	Life/Physical/Lab Sciences

Position Summary

This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water.

This position conducts field inspections of small public drinking water systems for compliance with safe drinking water requirements. Specifically, this position inspects transient non-community (TN) public water systems located in southcentral Wisconsin. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

Training and mentoring will be provided to ensure the student intern’s success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations. This full-time summer intern position is stationed at Fitchburg.

Position Duties

- 70% Conduct inspections of small public drinking water systems under the guidance of senior staff. Visually inspect the well and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects or deficiencies, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings and distribute findings to the system owner/operator and DNR.
- 10% Follow-up on violations with the assistance of senior staff. This includes violations of maximum contaminant levels, monitoring, reporting, and public notification requirements.
- 10% Complete data entry to update the Drinking Water System (DWS) database. Log all inspections and findings in the DWS database. Track completion of any corrective actions.
- 10% Other duties as assigned. Job shadow experienced field staff across multiple DNR programs to learn about career possibilities at DNR. Participate in SWSDIP programming to expand understanding of State of Wisconsin career opportunities.

Requested Knowledge, Skills, and Abilities

Minimum Qualifications:

- Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology
- Ability to read maps
- Ability to accurately enter data into databases and electronic spreadsheets
- Strong communication skills

Preferred Qualifications:

- Experience working as part of a team; as a student, volunteer or employee
- Experience providing customer service; as a student, volunteer or employee
- Experience with data analysis; as a student, volunteer or employee
- Strong organizational skills

Position Title

Archaeology Assistant

Position Number

370105

Agency

Department of Natural Resources

Division/Unit

External Services

Anticipated Weekly Hours

40

Hourly Pay Range

\$17.00 - \$18.00

Remote Work

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Education & Library Services

Comments about the position

Generally, not telework appropriate, but limited telework may be an option Position will require in-state travel

Position Summary

This position supports DNR Archaeologists with their cultural resource compliance and historic preservation work as part of the Analysis Services Section in the Bureau of Environmental Analysis and Sustainability. Under close supervision, this limited-term position coordinates with property supervisors and staff to conduct onsite reconnaissance of existing cultural resources' interpretive sites, displays, and collections. The position identifies and evaluates the condition of the resources, compiling photographs and notes, and rating the quality and state of each interpretive element present. Optionally, the position will assist during archaeological surveys, including manual excavation using standard archaeological techniques; recording data on prepared forms; making field maps; digging shovel tests; and carrying out pedestrian surveys. Finally, the position will be responsible for completing personal travel voucher forms, expense summary forms, and vehicle expense forms.

Position Duties

30% Identify, record, photograph, and compile data from DNR properties' cultural resources interpretative sites/displays/collections.

15% Organize notes, photos, and maps using a database to track and compile data. Utilize geographic information systems (GIS).

15% Analyze, evaluate, and interpret collected data, describing needs and strengths. Prepare summaries to report on current conditions of State Park interpretive displays/collections for use in identifying resources that need update/replacement.

20% Inventory/catalogue reference materials in a database.

10% Participate in archaeological fieldwork.

10% Other duties as assigned.

Requested Knowledge, Skills, and Abilities

Minimum Qualifications:

- * Solid organizational skills and excellent attention to detail.
- * Proficiency in the use of word processing, email, and basic excel data entry.
- * Proficiency with photography and digital imagery.
- * Valid motor vehicle driver's license

Preferred:

- * Excellent communication skills.
- * Ability to coordinate with team members and have a flexible work schedule.
- * Ability to prioritize tasks, set milestones, and deliver products in a timely manner.
- * Familiarity with basic GIS.

Position Title

Stormwater Specialist

Position Number

370106

Agency

Department of Natural Resources

Division/Unit

External Services

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Life/Physical/Lab Sciences

Comments about the position

Telework available up to 20% of the time. Field work may be required outside of the usual 8 am - 5 pm business hours, but still within the M-F operating work week. Schedule deviations will be dependent on the site location to accommodate travel time. Individual will not be required to work more than 40 hours each week. Individual will not be required to provide their own vehicle; state fleet vehicles are expected to be used when conducting on-site inspections.

Position Summary

This position assists with annual billing for industrial facilities holding a permit to discharge stormwater from their facility. Duties will include contacting facilities to determine their operating status, updating contact information and working with regional staff to determine permit coverage needs. Work may include occasional site visits of facilities to verify operations. The department covers nearly 6,000 industrial facilities with an industrial stormwater permit. This position will assist regional staff, primarily in south-central Wisconsin counties, with inspections of construction sites holding a construction site stormwater permit. This position will also assist with inspection of large-scale energy projects under construction throughout the state of Wisconsin. The department issues approximately 2,000 construction site stormwater permits each year.

Position Duties

- 10% Work with regional industrial program staff to determine facility operating status and update changes to status in program records.
- 20% Conduct inspections of construction sites holding a construction stormwater permit for construction activities.
- 10% Prepare inspection reports following field work and enter data into the program's database.
- 10% Coordinate with regional specialists when non-compliance is found during an inspection.
- 10% Work with industrial program coordinator to learn the program's software programs to look up facility information, review billing payment status, and update facility contact information.
- 20% Contact facilities to identify billing contact information and update information in the program's database when necessary.
- 20% Respond to inquiries from permitted facilities about their bill; identify and coordinate with regional stormwater specialists when necessary.

Requested Knowledge, Skills, and Abilities

- Ability to deliver high quality customer service to individuals that may be unfamiliar with the requirements of the permit they hold.
- Ability to clearly communicate with individuals from diverse backgrounds and perspectives.
- Ability to thoroughly document findings and develop concise reports.
- Basic understanding of data entry into various databases and web-based interfaces.
- Basic ability to read and interpret site plans, GIS maps, and other land-based information.
- Ability to work independently.

In addition to the required qualifications above, the selected candidate must be eligible to drive a state vehicle and meet the following criteria:

Have a valid driver's license

Be at least 18 years of age

Have a minimum of two years licensed driving experience

Have not had three (3) or more moving violations and/or at-fault accidents in the past two (2) years

Have no OWI/DUI violations within the past year

Position Title

LTE - Parks Technician

Position Number

370108

Agency

Department of Natural Resources

Division/Unit

FWP

Anticipated Weekly Hours

40

Hourly Pay Range

\$15.00 - \$15.00

Remote Work

Number of Hires

1

County(s)

Ozaukee County

City(s)

Belgium

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Facility/Construct/Maintenance

Position Summary

Parks Technicians are responsible for a combination of outdoor maintenance and/or grounds keeping work in addition to providing customer service for property visitors and/or campers. Parks and Recreation Specialists often operate machinery such as UTV's, ATV's, chainsaws, snowmobiles, hand tools, power tools, mowers, tractors and other motorized vehicles. Training is provided for all equipment operation. Parks Technicians at Harrington Beach will spend equal time out in the field and on visitors services in the office. Field work will be conducted along with a team of other FTE staff and seasonal LTE staff.

Position Duties

30% - Direct and perform recreation operations activities to ensure they conform to established standards to include mow grass, pick up litter, clean public use areas and beaches, painting, maintaining restrooms and campsites, remove trees and brush, repair and maintain trail surfaces, operate vehicles and light equipment and perform repairs and maintenance to equipment and buildings.

40% - Direct and conduct project management, repair, new construction, and resource management activities to facilities, property, and equipment to protect the capital investment, reduce damage, and costly repairs. Perform grounds and maintenance activities to include repair work on trails, parking lots, roads, public access sites, and other public use areas. Perform and/or assist other resource professionals on land and habitat management activities.

15% - Manage the administration of admission sticker sales and other fee charges. Assign, audit and process sticker accounts to ensure control of such accounts as well as prompt remittances.

15% - Assist with the visitor assistance program, maintain public use areas, operate department camping reservation systems, monitor recreation facilities, maintain detailed reports, records, and statistics. Educate property visitors about user conduct rules, arboretums, and other education points at the property.

Requested Knowledge, Skills, and Abilities

Required Qualifications:

- Ability to communicate effectively with co-workers and the public
- Customer service and cash handling experience
- Knowledge, skills and experience of general maintenance operation
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Position Title	Position Number
Wastewater Specialist	370109
Agency	Division/Unit
Department of Natural Resources	External Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.24 - \$24.00
Remote Work	Number of Hires
	1
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	Life/Physical/Lab Sciences

Comments about the position

Some travel outside of SER may be required, to assist with stormwater work in SCR & NER

Position Summary

This position is located in the External Services Division, in the Watershed Management Program. It will be located in Southeast WI. This position will assist the Southeast WI Watershed Management Team with stormwater site (NR 216) inspections and report writing. This position will provide experiences in 3 stormwater subprograms: construction, industrial and MS4. There may also be an opportunity to get field experience on agriculture inspections and/or complaints, NR 151 & NR 243.

Position Duties

- 70%- Conduct fields visits at construction sites (primarily) and industrial sites to determine level of compliance with erosion control plans and prepare inspection reports for site owners/operators
- 20%-Organize field visit information, develop a final report of findings and communicate findings to the Stormwater Management Program
- 10%- Other tasks assigned by supervisor and team members and/or cross program field opportunities.

Requested Knowledge, Skills, and Abilities

- Valid Drivers License
- Customer Service Experience
- Experience with problem solving/resolving conflicts
- Experience working on teams
- Experience prioritizing assigned work

Position Title

Water Resources Monitoring Intern

Position Number

370111

Agency

Department of Natural Resources

Division/Unit

Environmental Management

Anticipated Weekly Hours

40

Hourly Pay Range

\$18.00 - \$20.00

Remote Work

Number of Hires

County(s)

Dane County

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

40% Assist with field work and maintaining field equipment, forms, vouchers.

40% Assist staff with entering data into DNR databases, preparing data for analysis and reporting, maintaining and updating data visualization tools, preparing maps, and other office tasks involving the use of scientific data and processes for Clean Water Act programs.

20% Participate in various "career discovery" opportunities being coordinated by the EM Division as part of an overall diversity fellowship program.

Requested Knowledge, Skills, and Abilities

Minimum Qualifications:

- . Educational background or interest in natural resources or environmental science
- . Ability to work outdoors in sometimes difficult conditions and terrains
- . Experience working with data in Microsoft Excel and/or other database systems
- . Strong attention to detail and ability to follow complex protocols to ensure collection of accurate data

Preferred Quals:

- . Prior experience/training conducting field work, including some familiarity with native Wisconsin flora or fauna
- . Education or experience with report writing, data management, software/coding languages (ArcGIS, R, SQL) or science communication
- . Valid Driver License with 2 years driving experience

Position Title

Position Number

370112

Agency

Division/Unit

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

County(s)

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

Requested Knowledge, Skills, and Abilities

Position Title

Position Number

370113

Agency

Division/Unit

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

County(s)

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

Requested Knowledge, Skills, and Abilities

Position Title

Position Number

370114

Agency

Division/Unit

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

County(s)

City(s)

Adams County

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

Requested Knowledge, Skills, and Abilities

Students must be working toward a bachelor's degree in botany, wildlife ecology, biology, or related natural resources field. Interest in ecological restoration, knowledge of Wisconsin's native vertebrates, rare natural communities, and their associated native and invasive species especially related to remnant prairies and oak savannas, is desired. Other desired experience includes controlling invasive species, plant identification, herbicide use, use of power brush cutters and chainsaws, and operation of all-terrain vehicles and 4-wheel drive trucks. Must have a willingness to do daily work outdoors in all types of weather conditions and perform sometimes physically demanding work. Must have effective written and verbal skills to communicate with project leaders and co-workers. Interns are responsible for their travel to assigned work station each workday. Must have reliable transportation. Sturdy work boots and work clothing including sun and rain protection are required. All tools and personal protective equipment will be provided. Must have the ability to travel throughout assigned work area and on occasion work irregular hours, evenings, overnights, or weekends as needed.

Driver's license required

*Note: Some late evenings/early mornings may be required. Normal scheduled hours will be 6-4:30 M-Th.

Position Title	Position Number
Urban Forestry Intern	370115
Agency	Division/Unit
Department of Natural Resources	
Anticipated Weekly Hours	Hourly Pay Range
	\$16.24 - \$16.24
Remote Work	Number of Hires
	2
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Environmental Sciences, Agriculture & Natural Resources	

Comments about the position

The position will be based out of the Milwaukee Service Center. The workday will be approximately 8:30a – 5p Monday through Friday, though some flexibility is possible. Most work will be done in and around Milwaukee, though there will be some travel outstate for training, networking, and educational opportunities.

Position Summary

The Wisconsin Department of Natural Resources has a robust Urban Forestry program that supports the management of trees in developed spaces across the state. The program, housed within the Division of Forestry's Applied Forestry Bureau, works with local units of government, non-profit organizations, Tribes and other entities which are responsible for large numbers of trees near where people live, work and recreate. The urban forest intern(s) will be focused on data collection and analysis projects, to expand our knowledge of community forests so that they could be more sustainably managed. The work will mostly be composed of different tree inventory projects, but with opportunities to learn about the wider forestry and urban forestry fields in Wisconsin.

Position Duties

Requested Knowledge, Skills, and Abilities

Position Title	Position Number
	370118
Agency	Division/Unit
Department of Natural Resources	
Anticipated Weekly Hours	Hourly Pay Range

Remote Work

Number of Hires

County(s)

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Education & Library Services

Comments about the position

Travel within the property is required, and your own reliable mode of transportation may be needed if or when a park vehicle is not available. Shared onsite housing is available for an added cost. Work in other areas of park operations may be available for employees interested in working a full 40 hours per week.

Position Summary

Natural Resources Educators provide on-site educational programs and activities to organized school, social, and other groups as well as the general public visiting the property. This includes developing and distributing publications, signage and other materials. In addition, this position will assist with outreach, promotion, and public relations for the property.

Position Duties

Requested Knowledge, Skills, and Abilities

Required Qualifications:

- Experience/training communicating effectively with co-workers and the public
- Familiarity with Wisconsin’s Natural Resources including the state’s recreation opportunities, environment and wildlife
- Experience/ training using basic office software (such as Word, email, etc.)
- Availability to work a modified schedule; nights, weekends, holidays, etc.
- Ability to work independently, be self-motivated and punctual

Preferred Qualifications:

- Experience or education in public speaking or providing training to others, especially related to natural resources topics

Position Title

Conservation Technician Intern

Position Number

370119

Agency

Division/Unit

Fish Wildlife & Parks

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

County(s)

Brown County

City(s)

Green Bay

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Life/Physical/Lab Sciences

Position Summary

This position is in the Fish, Wildlife, and Parks Division, under the Bureau of Natural Heritage Conservation (NHC). The internship will fall under the direction of the District Ecologist and Habitat Biologist based out of the Green Bay Service Center. This position will perform a broad range of native community management and restoration activities focused on State Natural Areas in the Upper Lake Michigan work unit, including, but not limited to, prairie, oak savanna, and wetland restoration, invasive plant and brush control, seed collection, herbicide application, and equipment operation.

Position Duties

Requested Knowledge, Skills, and Abilities

Requested Knowledge, Skills, and Abilities

- Students must be working toward a bachelor’s degree in botany, wildlife ecology, biology, or related natural resources field. Interest in ecological restoration, and knowledge of Wisconsin’s rare natural communities and their associated native and invasive species especially related to remnant prairies and oak savannas, is desired. Other desired experience includes controlling invasive species, plant identification, herbicide use, use of power brush cutters and chainsaws, and operation of all-terrain vehicles and 4-wheel drive trucks.
- Must have a willingness to work outdoors in extreme weather conditions and elements, as performing physically demanding work on a daily basis is required.
- Must have effective written and verbal skills to communicate with project leaders and co-workers.
- Interns are responsible for their travel to assigned workstation each workday. Must have reliable transportation.
- Sturdy work boots and work clothing including sun and rain protection are required. All tools and personal protective equipment will be provided.
- This position is not suitable for telework.

Position Title

Position Number

370120

Agency

Department of Natural Resources

Division/Unit

Fish Wildlife & Parks

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

County(s)

Oneida County

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

Requested Knowledge, Skills, and Abilities

Position Title

Water Supply Specialist

Position Number

370121

Agency

Department of Natural Resources

Division/Unit

Environmental Management

Anticipated Weekly Hours

40

Hourly Pay Range

Remote Work

Number of Hires

1

County(s)

City(s)

Rhineland

Related areas of interest or study

Environmental Sciences, Agriculture & Natural Resources

Wisconsin Government Job Category

Position Summary

This position is responsible for conducting annual site inspections, level 2 assessments, and sanitary surveys at public drinking water systems and sampling as needed to support Program objectives. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. LTEs in this position will gain valuable experience while doing meaningful work in a positive work environment.

Position Duties

65% Conduct annual site visits, assessments, and sanitary surveys at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system eight elements. Compare observations to rule requirements. Identify any sanitary defects, deficiencies, significant deficiencies, and recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required.

15% Prepare for field work. Plan ahead for field visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. Notify supervisor of weekly plans and routes.

10% Maintain an accurate inventory and update the Drinking Water System (DWS) database, making sure to keep DNR-Reps informed each week. Log all site visits and findings into the DWS database. Work with the assigned DNR Representative to notify them of any corrective actions and ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, if needed. Other associated duties as assigned.

10% Conduct any sampling that may be required by the Program to meet objectives. The individual will be responsible for coordinating with the laboratory, scheduling prospective sampling and reporting out of results to the proper entity.

Small public water systems serve water to at least 25 people at least 60 days per year but do not regularly service at least 25 of the same persons over 6 months per year. Examples of such systems include those serving taverns, motels, restaurants, churches, campgrounds, parks, and small businesses. These systems rely on their own wells for water supply rather than on a municipal water utility. The annual site visits, assessments, and sanitary surveys and serves to determine compliance with regulations established to ensure safe drinking water to protect public health.

Site visits, assessments and sanitary surveys include evaluation of the water well condition, pumps, controls, storage, treatment, distribution system, cross connections, sampling considerations, and water quality data. In addition, any recent changes that may affect water quality are analyzed. The successful candidates will receive comprehensive training on water system inspection and sample collection when they are hired and ongoing support to ensure success

Requested Knowledge, Skills, and Abilities

Valid Wisconsin driver's license

Position Title

Position Number

370125

Agency

Department of Natural Resources

Division/Unit

Anticipated Weekly Hours

40

Hourly Pay Range

Remote Work

Number of Hires

County(s)

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Position Summary

Position Duties

Requested Knowledge, Skills, and Abilities

Position Title

Position Number

465101

Agency

Division/Unit

Anticipated Weekly Hours

Hourly Pay Range

Remote Work

Number of Hires

1

County(s)

City(s)

Related areas of interest or study

Wisconsin Government Job Category

Comments about the position

Headquarter in Madison but will require travel throughout the state for job duties

Position Summary

Position Duties

Conduct basic inventory of trees including condition assessments and developing risk understanding and solutions. Conduct abatement of identified risks from inventories, assessments, and superintendent reports. Conduct activities using contractor assistance or own skills. Activities include planting, pruning, maintenance, and removal activities. Will work to establish and implement basic urban forestry management program. Establish partnerships with State/ Local organizations. Conduct supporting administrative actions such as travel, budget, and support documents as required.

Requires extensive travel, vehicle license required. A vehicle and gas are provided for travel. Travel time will be during work hours.

Requested Knowledge, Skills, and Abilities

Experience with arborist tools of the trade. Enrolled in an arborist or forestry college program. Arborist certifications (such as ISA International Society of Arboriculture) is a plus.

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Broadband Grant Data and Administration Intern	155103
Agency	Division/Unit
Public Service Commission	Wisconsin Broadband Office
Anticipated Weekly Hours	Hourly Pay Range
10 - 40	\$20.65 - \$20.65
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
General Studies	Admin Support/Customer Service

Comments about the position

Candidate would need to travel to the Hill Farms State Office building in Madison to pick up equipment. Although the position can be fully remote, if the candidate is within the Madison area they would be encouraged to come into the office on team in-person days once a week.

Position Summary

This position works in the Public Service Commission's (PSC) Wisconsin Broadband Office (WBO). The WBO manages several federal and state broadband and Universal Service Fund grant programs. Under the general supervision of the Federal Grants Supervisor, this position works as part of an interdisciplinary team comprised of grants specialists and program and policy analysts.

The position will research past grant rounds and assist with the entry, management, and cleanup of data within the PSC's Grants Management System (GMS). This position will also work with the grants management team to participate in entry-level post-award grants management for a variety of broadband grants. Assigned tasks will vary depending on the selected applicant's skills and interests.

Position Duties

Research, enter, organize, and clean up grants data within the GMS

Locate, correct, and consolidate key grant project data points, including grantee names, project names, and budgets.

Research past Universal Service Fund and Telecommunications Equipment Purchase Program grants for input into the GMS

Gather and upload historical grant project amendments into the GMS, making sure amended budgets/scopes are reflected in the system

Assist in centralizing all grant project documentation (including historical amendments) into the GMS, ensuring budgets/scopes are accurately reflected in the system

Assist the grants team with developing and tracking new data points to improve and streamline project reporting

Assist the grants team in testing and improving the GMS

Participate in Post-Award Management of Broadband Grants

Attend grants team meetings

Research state and federal regulations and guidance to apply to grant program policies and procedures

Complete straightforward grant reimbursement requests

Assist with other aspects of post-award management, depending on specific interests and skills

Miscellaneous Projects as Assigned

Depending on the skills and interests of the applicant, additional projects are possible, as assigned by and with input from DACEA staff or leadership, including:

- Support development of other WBO documents, including data visualization and reports using Power BI
- Assist with GMS improvements on the development side of the system

Professional Proficiency

Participate in necessary training sessions and educational programs to increase awareness and exposure to broadband, telecommunications, and Universal Service and develop specific skills necessary to satisfactorily complete job duties.

Attend all training and orientation events related to the Wisconsin Student Diversity Internship Program.

Requested Knowledge, Skills, and Abilities

- Coursework in public administration and/or policy, business, economics, project management, or related field
- Demonstrated experience developing, analyzing, and presenting large data sets using Microsoft Excel spreadsheets and/or Microsoft PowerBI
- Interest in grants management, broadband, telecommunications, and/or digital equity
- Strong attention to detail
- Demonstrated analytical/problem-solving skills
- Excellent verbal and written communication skills
- Good organizational skills
- Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goal

Position Title

Health and Safety Specialist Intern

Position Number

395109

Agency

Department of Transportation

Division/Unit

Division of Business Management / Risk Management Health and Safety

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.25 - \$19.25

Remote Work

Hybrid; 0 - 16 estimated hours remote

Number of Hires

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

General Studies

Life/Physical/Lab Sciences

Comments about the position

Work assignments may involve travel to various statewide WisDOT facilities for health and safety compliance review.

Position Summary

This intern will be utilized to lead a special project to ensure OSHA compliance with safety data sheet (SDS) and emergency response procedure posting. The intern will be responsible for further SDS project development and implementation. Time permitting this intern would assist WisDOT’s health and safety specialist with other initiatives, such as Annual Field Safety training, site inspections, and injury/illness investigations in the Madison area.

Position Duties

This position will work to ensure health and safety related operations are compliant with state and/or federal regulations (i.e. performing duties such as planning, developing, implementing, maintaining processes to be compliant with OSHA, state, and/or local health safety related policies, etc.). Time permitting, this position will assist in developing and conducting occupational health and safety training and also assist in performing on site safety audits, inspections and/or surveys to identify and/or correct workplace.

Requested Knowledge, Skills, and Abilities

1. Ability to work as a member of a team with a moderate degree of independence with the ability to take initiative.
2. Ability to meet deadlines.
3. General knowledge of occupational health and safety concepts, rules, and regulations.
4. General knowledge of providing guidance and/or training regarding safety related policies and processes.
5. General knowledge of ergonomic assessments.
6. General knowledge of workers comp claim processes.
7. Skill in prioritizing tasks and projects.
8. Ability to apply time management and organizational skills.
9. Considerable written and oral communication skills.
10. Strong customer service skills.
11. Skill in utilizing Microsoft 365.
12. Ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title

Office Operations Associate

Position Number

410107

Agency

Department of Corrections

Division/Unit

DAI - DJC/NWRO

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.02 - \$20.02

Remote Work

Onsite Only

Number of Hires

1

County(s)

Multiple Counties

City(s)

Madison or Wausau

Related areas of interest or study

General Studies

Wisconsin Government Job Category

Admin Support/Customer Service

Position Summary

This position will train under permanent staff in the provision of a wide range of complex program support services to supervisory and professional staff at the community unit level in the Division of Juvenile Corrections (DJC). Specific responsibilities of status keeping, typing and word processing and various other program support activities are necessary to ensure the effective and efficient operation of youth management and supervision. This position exercises DJC status keeper compliance by performing quality assurance audits within the region, identifies and corrects discrepancies and provides feedback and recommended changes to the policies and procedures to management. This position exercises limited discretion and judgment in the performance of assigned duties and requires knowledge of Juvenile Corrections programs and procedures.

Position Duties

- A. Assist in the performance of Status Keeping Responsibilities.
- B. Assist staff to maintain reliable and accurate databases and produce statistical reports from those information systems to assist in offender status evaluations.
- C. Provision of Reception Services and Program Support.
- D. Provision of specialized program support to supervisor and work unit
- E. Performance of J-Tracker and Case Management responsibilities.
- F. Provision of Typing /Word Processing Services.
- G. Coordination of Medical Assistance Certification.

Requested Knowledge, Skills, and Abilities

- 1. Knowledge of laws and policies governing confidentiality of corrections record materials.
- 2. Working knowledge of Division and Department missions, organizational structure, objective and programs.
- 3. Effective oral and written communication skills.
- 4. Considerable knowledge of data entry procedures and requirements.
- 5. Considerable knowledge of database management systems such as COMPAS, WICS, and J-tracker
- 6. Considerable knowledge of computer software programs such as Microsoft Word, Excel and Outlook.
- 7. Considerable knowledge of training methods and procedures.
- 8. Considerable knowledge of organizations skills.
- 9. Considerable independent judgment skills.
- 10. Considerable knowledge of problem solving techniques.
- 11. Considerable knowledge of reconciling database entry errors.
- 12. Ability to manage time effectively and efficiently.
- 13. Ability to work independently and as a team.

Position Title	Position Number
Research Analyst Intern	435122
Agency	Division/Unit
Department of Health Services	Medicaid Services - Milwaukee Enrollment Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Hybrid; 16 - 40 estimated hours remote	2
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
General Studies	Social Sciences & Research

Comments about the position

Employees must report to the Milwaukee building located at 6055 N 64th St on their first day of employment to receive equipment and credentials to access necessary systems.

Position Summary

The Research Analyst Interns will work under the supervision of the Program and Policy Supervisor and mentorship of the Program and Policy Analyst- Advanced to conduct an internal customer service study. We look forward to the fresh perspectives interns will bring to the information collected.

Position Duties

- Duties of the interns will include:
- Conduct focus groups and/or surveys
 - Analyze collected data
 - Use value stream mapping, DMAIC and/or root cause analysis to identify opportunities
 - Develop and present recommendations to leadership

Requested Knowledge, Skills, and Abilities

- Problem solving and critical thinking skills
- Communication skills
- Time and priority management skills
- Attention to detail
- Knowledge of or familiar with Lean or Six Sigma methodologies

**Pay may be more for higher levels of education.

Position Title	Position Number
Museum Associate	485101
Agency	Division/Unit
Department of Veteran's Affairs	Wisconsin Veterans Museum
Anticipated Weekly Hours	Hourly Pay Range
10 - 20	\$21.66 - \$21.66
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
General Studies	Admin Support/Customer Service

Comments about the position

Depending on the situation and the work flow, remote may be a possibility, but will be determined at the time of orientation.

Position Summary

Come find out about museum work. Intern will provide museum work assistance in the oral history program. This position will participate in the structured workflow of WVM's Oral History Program's Access Team and focuses on making the current interviews of the WVM Oral History Program accessible and available to the public in a timely manner.

Position Duties

Writes summaries and bio sketches that comply with the WVM Oral History Program standard. Utilizing software tools, the intern will transcribe, edit, and check transcripts for accuracy in conformity with the WVM Oral History Program standard. Will conduct research to understand the time period and military background for the different oral histories handled.

Requested Knowledge, Skills, and Abilities

- Good oral communication and team working skills.
- Good customer service skills.
- Ability to learn do quality research on history, cultural, or educational topics and know what sources are credible.
- Ability to learn to use Microsoft Office including Word, Excel, Outlook and the Internet.
- Attention to detail.
- General time management skill.

Position Title	Position Number
Operations Program Associate	485104
Agency	Division/Unit
Department of Veteran's Affairs	WVH-K / Dietary
Anticipated Weekly Hours	Hourly Pay Range
40	\$21.66 - \$21.66
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Waupaca County	King
Related areas of interest or study	Wisconsin Government Job Category

General Studies

Admin Support/Customer Service

Position Summary

This position provides a wide range of office operations support services to supervisory and professional staff in the kitchen at the Wisconsin Veterans Home - King. Specific responsibilities include reception duties, processing diet orders, menu processing, working with CBORD nutrition system, running tallies/count sheets, and various other office support activities necessary to ensure the effective and efficient operation of the work unit.

Position Duties

This position provides a wide range of office operations support services to supervisory and professional staff in the kitchen at the Wisconsin Veterans Home - King. Specific responsibilities include reception duties, processing diet orders, menu processing, working with CBORD nutrition system, running tallies/count sheets, and various other office support activities necessary to ensure the effective and efficient operation of the work unit.

Requested Knowledge, Skills, and Abilities

The best qualified applicants will have knowledge of effective oral and written communication techniques, grammar and punctuation, office methods and procedures, record keeping, work processing, data entry, problem solving techniques, and cultural awareness.

Position Title

HR Assistant

Position Number

550105

Agency

Wisconsin State Public Defender's Office

Division/Unit

Human Resources

Anticipated Weekly Hours

20

Hourly Pay Range

\$22.00 - \$24.00

Remote Work

Hybrid; 8 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

General Studies

Wisconsin Government Job Category

Business, HR & Finance

Comments about the position

Schedule is flexible for this position, hours worked must be between 6am - 6pm Monday-Friday.

Position Summary

Under the direction of the HR Director, this position will perform various office clerical duties in support of the SPD's HR office and its operations.

Position Duties

1. Research, compile, track and organize personnel data in various formats (e.g., spreadsheets, google workspace, electronic folders, etc.).
2. Scan and upload paper personnel documents to electronic files and folders.
3. Miscellaneous clerical duties as assigned

Requested Knowledge, Skills, and Abilities

1. Skill in researching, compiling, tracking and organizing information in various formats (e.g., conducting internet searches, using spreadsheets, databases, electronic filing systems, or similar to compile data)
2. Ability to maintain confidentiality
3. Excellent attention to detail
4. Ability to communicate clearly in both written and oral formats
5. Ability to work respectfully and professionally with people from diverse backgrounds
6. Ability to work with minimal supervision

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Social Worker	410101
Agency	Division/Unit
Department of Corrections	DAI - MSDF
Anticipated Weekly Hours	Hourly Pay Range
40	\$19.25 - \$19.25
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Social Sciences & Research

Position Summary

Under close supervision of the Institution Unit Supervisor, this position will be trained by and shadow permanent employees already completing the various duties noted throughout the position description. This position is responsible for assisting in the provision of programming services and will serve as a member of the Unit Team. Under the direct guidance of permanent staff, this summer intern position will assist in assessing assigned Persons In Our Care (PIOC) criminogenic needs and capabilities; will assist in formulating case plans; monitors PIOC's progress; provides counseling; and develops and refers PIOC to appropriate institution and community resources upon transfer or release. Some of the tasks are governed by Administrative Rule, Department of Corrections and institution mandates. In addition, treatment efforts are coordinated with other institution and unit staff, parole agents, the PIOC's family and/or community resources.

Position Duties

- A. Assist in the provision of direct services to enhance PIOC's social functioning.
- B. Assessment and evaluation of new PIOC assigned to caseload regarding program and security needs.
- C. Monitoring the PIOC's programs
- D. Coordination of services with team members, other staff, community resources regarding PIOC program progress, institution adjustment, transfer and release planning services.

Requested Knowledge, Skills, and Abilities

1. Knowledge of dynamics of human relations.
2. Knowledge of social work methods and techniques.
3. Knowledge of treatment techniques.
4. Knowledge of interviewing techniques.
5. Knowledge of problem identification and solving techniques.
6. Effective oral, written, and interpersonal communication skills
7. Knowledge of criminal justice system.
8. Knowledge of community resources and support programs.
9. Knowledge of investigation procedures.
10. Knowledge of time management techniques.
11. Knowledge of the cultural and social background of corrections institution PIOC
12. Knowledge of dynamics of human relations, including the dynamics of dealing with intellectual, academic, emotional, physical or social disabilities
13. Knowledge of institution policies and procedures.
14. Knowledge of Department of Correction's and the Division of Adult Institution's goals, objectives, policies, procedures and Administrative Rules.

Position Title

Treatment Specialist

Position Number

410102

Agency

Department of Corrections

Division/Unit

DAI - PDCI

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.25 - \$19.25

Remote Work

Onsite Only

Number of Hires

1

County(s)

Crawford County

City(s)

Prairie du Chien

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

Under the close supervision of the Corrections Program Supervisor, the Treatment Specialist Intern will learn about all areas of the institution, learn about security and DOC Policies and Procedures, shadow different areas of the institution, observe group, co-facilitate Anger Management, prepare copies for group, review practice work, tutor group members, participate in clinical meetings, prepare group posters, organize group materials, complete ACA calls, review visiting forms, data collection and entry as needed, scan and send release information to agents of records, participate in agent phone calls, identify community resources, collect information from records for interstate compacts, assist with PIOC off-site reviews, complete TCU assessments, and observe and assist in other areas as needed and appropriate for the intern's experience.

Position Duties

- A. Provide group observation, co-facilitation, and assistance.
- B. Referral and development of community resources to match PIOC's re-entry plan.
- C. Assist with case management and documentation of services provided.
- D. Provision of miscellaneous duties.

Requested Knowledge, Skills, and Abilities

1. Knowledge of group facilitation
2. Knowledge of treatment techniques related to evidenced based practices
3. Effective oral, written, and interpersonal communication skills, including use of computer
4. Knowledge of group dynamics
5. Knowledge of communication and interviewing skills
6. Knowledge of effects of substance use
7. Knowledge of documentation requirements for substance use programs
8. Knowledge of cultural awareness
9. Knowledge of multi-disciplinary teams
10. Knowledge of community resources
11. Knowledge of criminal justice system
12. Knowledge of problem identification and solving techniques
13. Knowledge of Department of Corrections procedures, policies, goals and structures
14. Knowledge of security

Position Title

Treatment Specialist

Position Number

410103

Agency

Department of Corrections

Division/Unit

DAI - WSPF

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.25 - \$19.25

Remote Work

Onsite Only

Number of Hires

1

County(s)

Grant County

City(s)

Boscobel

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

This position will be trained and shadow permanent employees responsible for providing programming and services to PIOC's and for the implementation and coordination of treatment programming including cognitive behavior programming in General Population and the High Risk Offender Program. Services include in-cell programming, working with groups, assisting PIOC's with assignments and supervision of PIOC activities in a variety of program areas.

The Treatment Specialist will provide liaison coordination and consultative services to PIOC's and unit staff. Upon approval of the supervisor, the specialist will assist with case plans, treatment and group facilitation in line with DAI standards. In addition, this position assists in programmatic services, preparing activity areas, maintaining PIOC records/reports and documenting PIOC behavior.

Position Duties

- A. Oversee in-cell structured program activities.
- B. Co-facilitate small groups on the Restrictive Housing and General Population Units.
- C. Assist in provision of case management plans and provides documentations of services provided.

Requested Knowledge, Skills, and Abilities

1. Knowledge of research and evidence based cognitive behavioral methodologies and their application to the offender.
2. Knowledge of effective interviewing techniques, including Motivational Interviewing.
3. Knowledge of techniques for facilitating group and individual counseling.
4. Knowledge of and skill in administering and interpreting assessment instruments.
5. Knowledge of dynamics of human relations.
6. Knowledge of problem identification and solving techniques.
7. Knowledge of culturally different values (cultural awareness).
8. Knowledge of best practices in corrections.
9. Knowledge of Department of Corrections procedures, policies, goals and structures.
10. Knowledge of criminal justice system.
11. Effective oral, written, and interpersonal communication skills, including use of computer.

Position Title	Position Number
Social Worker	410104
Agency	Division/Unit
Department of Corrections	DAI - WSPF
Anticipated Weekly Hours	Hourly Pay Range
40	\$19.25 - \$19.25
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Grant County	Boscobel
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent employees completing various duties identified throughout the position description. Under the direct guidance of permanent staff this position assesses PIOC's problems and capacities; formulates a case plan; monitors PIOC's progress; provides counseling; and develops and refers clients to appropriate institution and community resources upon transfer or release. Some of the tasks are governed by administrative rule, Department of Corrections and Institution mandates. In addition, treatment efforts are coordinated with other institution staff, parole agents, PIOC's family and/or community resources. This position is in a Department of Corrections Institution.

Position Duties

- A. Assessment and Evaluation of new PIOC's assigned on caseload regarding treatment and security needs.
- B. Monitoring the PIOC's programs.
- C. Assist in the provision of direct services to enhance PIOC's social functioning.
- D. Coordination of services with team members, other staff, community resources regarding transfer, release planning services and public relations.

Requested Knowledge, Skills, and Abilities

1. Dynamics of human relations
2. Ability to communicate effectively, orally and written
3. Correct grammar, punctuation and sentence structure in written words
4. Motivational interviewing techniques
5. Problem identification and solving techniques
6. Culturally different values (cultural awareness)
7. Criminal justice system
8. Community resources
9. Legal procedures
10. Security and restraint techniques
11. Drug analysis techniques
12. Investigation procedures
13. Time management techniques
14. Personal strengths and weaknesses
15. Treatment techniques, including drug treatment
16. Social Work methods
17. Health, safety, and first aid
18. Department of Corrections/Wisconsin Women's Correctional System mission and goals
19. Effects of alcohol and drugs on individuals
20. Treatment techniques, for example, AODA, CGIP, related to substance abuse programs
21. Knowledge of drugs and addictions
22. Techniques of assertiveness training
23. Techniques of facilitating group and individual counseling
24. Knowledge of female PIOC populations
25. Dynamics of dealing with intellectual, academic, emotional, physical or social disabilities
26. Program planning and evaluation
27. Utilization of computer techniques and databases
28. Knowledge of budget monitoring process

Position Title	Position Number
Nurse Intern	435104
Agency	Division/Unit
Department of Health Services	Winnebago Mental Health Institute
Anticipated Weekly Hours	Hourly Pay Range
32 - 40	\$25.06 - \$25.06
Remote Work	Number of Hires
Onsite Only	2
County(s)	City(s)
Winnebago County	Oshkosh, WI
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Public Safety/Law Enforcement

Comments about the position

Rotating shift to follow floor nurse schedule, may be 8 (0630-1500, 1430-2300) or 12 hour shifts (0630-1900).

Position Summary

The Nurse Intern at Winnebago Mental Health Institute (WMHI) will work in tandem with Nurse Clinician 2 and 3's and participate in routine nursing activities and gain experience specific to mental health nursing.

Position Duties

The Nurse Intern will complete delegated direct patient care tasks as assigned and assist in planning and implementing care for complex psychiatric patients under the direct supervision of the Nurse Clinician.

Requested Knowledge, Skills, and Abilities

- Must have current CNA certification.
- Must be enrolled in an accredited nursing program with completion of at least one semester of clinical practice.

Position Title	Position Number
Recreational Therapist Intern	435107
Agency	Division/Unit
Department of Health Services	DCTS/Wisconsin Resource Center
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Winnebago County	Oshkosh
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Healthcare

Position Summary

The Recreation Therapist Intern will work with Therapists at Wisconsin Resource Center (WRC) to develop and implement an appropriate therapeutic activity program for residents to improve social, leisure, psychological, cognitive, and physical functioning.

Position Duties

This position will work with a Therapist-Senior to develop and implement an appropriate therapeutic activity program for residents to improve, social, leisure, psychological, cognitive, and physical functioning This role assesses residents' leisure and functional capabilities; deficits and needs; and plans individual or group activities.

Requested Knowledge, Skills, and Abilities

- Knowledge of the principles, methods, and techniques of Recreation Therapy.
- The ability to plan, direct and coordinate psycho-education and recreation-based treatment to improve social, leisure, psychological, cognitive and physical functioning while working well with diverse groups.
- The ability to use a variety of modalities to help maintain or improve physical, cognitive, social and emotional well-being.

*Pay may be more for higher levels of education

Position Title	Position Number
Recreational Therapist Intern	435108
Agency	Division/Unit
Department of Health Services	DCTS/Central Wisconsin Center
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Onsite Only	4
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Healthcare

Comments about the position

General work hours 0730-1600, Monday thru Friday. Working with recreation therapy providing activities designed to meet the individual's needs, interests, and preferences within their home and the community.

Position Summary

The Recreation Therapist Intern will be responsible for assisting with the development, coordination, and participation in the implementation of a program of therapeutic recreation activities for individuals with intellectual and developmental disabilities. This position will work with a Recreation Therapist in a program of recreational activities for the assigned resident living or program area. Individuals served may be medically fragile, have significant behavioral issues or have high programming needs. The intern may also serve clients from home and community settings who are enrolled in short-term assessment or medical care units.

Position Duties

The Recreational Therapist Intern will work with Therapists at CWC to complete the following:

- Assist people with recreation and leisure activities
- Assist with planning and adapting activities.
- Escorting and attending community events
- Assisting with aquatics program
- Activity set up and clean up throughout the day
- Escorting people to various activities within the facility
- Implementing interdisciplinary goals into recreational activities
- Documentation of resident goals and objectives

Requested Knowledge, Skills, and Abilities

- Ability to develop methods, procedures and conduct activities used to bring about desired results or behavioral responses of those being served.
- Interest in working with individuals with intellectual or developmental disabilities.
- Ability to problem solve.
- Ability to communicate effectively in the English language (oral and written).
- Ability to work effectively both in group situations and independently.
- Ability to perform physical requirements of position: work from standing, sitting, kneeling or stooping positions; stand and/or walk on hard tile floors for several hours a day; work with residents in swimming pools.

*Pay may be more for higher levels of education

Position Title	Position Number
Pharmacy Technician Intern	435109
Agency	Division/Unit
Department of Health Services	Division of Care and Treatment Services / Central Wisconsin Center
Anticipated Weekly Hours	Hourly Pay Range
40	\$16.50 - \$17.25
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Healthcare
Comments about the position	
7:30 AM to 4 PM Monday through Friday	

Position Summary

As a Pharmacy Technician Intern with Central Wisconsin Center (CWC), you will assist with supplying timely and accurate medications to the residents and clients of CWC. The intern will gain pharmacy experience while helping CWC support individuals with intellectual disabilities. In this role you can expect to learn how to dispense, fill, label, and deliver both bulk and unit dose medications.

Position Duties

- Accurately fill medication orders (includes operation of packaging machines)
- Deliver medications to the appropriate locations
- Assist with inventory management as needed
- Assist with medication room inspections
- Work collaboratively with other pharmacy staff (pharmacists, pharmacy technicians, students, etc.) to ensure business needs are met

Requested Knowledge, Skills, and Abilities

- Registration as a Pharmacy Technician with the Department of Safety & Professional Services or ability to be registered by the start of the internship.
- Attention to detail
- Ability to lift 40 pounds
- Ability to work from a standing, sitting, kneeling or stooping position
- Ability to lift, carry and deliver medication cassettes
- Ability to prioritize job tasks and meet deadlines

Position Title	Position Number
Employee Health and Infection Preventionist Nurse Intern	435116
Agency	Division/Unit
Department of Health Services	DCTS/CWC Nursing Department
Anticipated Weekly Hours	Hourly Pay Range
40	\$25.06 - \$25.06
Remote Work	Number of Hires
Onsite Only	2
County(s)	City(s)
Dane County	Madison, WI
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Healthcare

Position Summary

The Employee Health and Infection Preventionist Nurse Intern at Central Wisconsin Center (CWC) will focus on Employee Health and Wellness as well as improving infection control practices across the center to reduce the spread of illness for employees and residents.

Position Duties

The intern will: assist with Employee fit testing, wellness activities and communication and other employee health audits and tracking with the support of the Employee Health Nurses. Additionally, the intern will assist with Infection prevention tracking and auditing with the support of the Infection Preventionist.

Requested Knowledge, Skills, and Abilities

- Must have current CNA certification.
- Must be enrolled in an accredited nursing program with completion of at least one semester of clinical practice.

Position Title

Nurse Intern

Position Number

435118

Agency

Department of Health Services

Division/Unit

Wisconsin Resource Center/Health Services

Anticipated Weekly Hours

40

Hourly Pay Range

\$25.06 - \$25.06

Remote Work

Onsite Only

Number of Hires

2

County(s)

Winnebago County

City(s)

Winnebago (Oshkosh)

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Public Safety/Law Enforcement

Comments about the position

Work shifts and hours are flexible.

Position Summary

The Nurse Intern will perform duties to their skill level based upon their experience in an academic nursing program and skills learned while in the position of Nurse Intern within the Department of Health Services. The Nurse Intern will explore and expand their knowledge and hands-on skills to match their future skill level requirements of a Registered Nurse. The Nurse Intern, along with their Nursing Supervisor and Nursing Mentor will develop specific goals to meet the needs of the Nurse Intern's academic goals at the Wisconsin Resource Center.

Under the close supervision of the assigned Nursing Supervisor, the Nurse Intern will be trained and shadow a Nursing Supervisor/Registered Nurse Mentor in the provision of health care and services to residents at the Wisconsin Resource Center. Duties include assisting RN's and physicians with direct patient care and assigned duties in maintaining day-to-day functioning in the Health Services Unit (HSU).

Position Duties

Duties of the internship will include:

- Work to skill level along with Nursing Supervisor/Registered Nurse Mentor in the management of direct care, utilizing the nursing process and nursing standards of care.
- Provide relevant instruction, education, and guidance to patients in order to promote and maintain positive health practices.
- Make appropriate referrals based on reactions to treatments or a change in the patient's physical or emotional condition.
- Document complete findings in electronic health record while maintaining confidentiality of health record according to WRC policy.
- Job shadow permanent staff assisting advanced care providers with a variety of examinations and procedures including, but not limited to, suturing, minor surgeries, orthopedic procedures, and preparation of patients for examination.
- Perform CPR and/or first aid to prevent loss of life and relieve suffering until appropriate care arrives within all areas of the institution.
- Assist in medication management.
- Correctly interpret physician orders for medications/treatments.
- Monitor medication compliance and provide appropriate education to patients regarding their therapeutic regimen.
- Assist with administering medications appropriately, and document effectiveness or medication errors within health records.
- Participate in teamwork by working during scheduled shift hours as assigned in the HSU.
- Assist in maintaining a clean, safe, and hazard-free environment in the HSU as well as other areas of the Institution
- Abide by security regulations established by the institution
- Participate and assist in continuous quality improvement efforts.
- Participation in self-appraisal and planning for continuous self-development.
- Participate in in-service educational programs offered by the Bureau of Health Services and Department of Corrections as time permits.
- Work with the Nursing Supervisor/Registered Nurse Mentor to identify and plan individual learning needs as well as plans for professional development.

Requested Knowledge, Skills, and Abilities

- Knowledge of the nursing process as taught in an approved course or its equivalent including, but not limited to:
 - a. Considerable knowledge and ability to make accurate and complete observations and assess patient status regarding changes in physical and mental condition of patients.
 - b. Considerable knowledge of actions to be initiated in emergency situations and how to initiate such actions.
 - c. Considerable knowledge of equipment, procedures, rules and regulations pertinent to the facility and job function.
- 2. Knowledge of the Nursing role in meeting needs of patients.
- 3. Ability to maintain a helpful and understanding attitude toward the incarcerated adult exhibiting hostile or other negative behavior.
- 4. Ability to work with a multi-ethnic, multi-cultural population.
- Ability to meet physical requirements, including but not limited to: lifting and carrying up to 25 pounds; bending, kneeling, crawling, twisting, and balancing; pushing and pulling carts.

Minimum requirements:

CPR Training/Certification from American Heart Association Healthcare Provider CPR and Heartsaver First Aid
 Current enrollment in a nursing program at an accredited School of Nursing.

Position Title	Position Number
Therapist Intern	435121
Agency	Division/Unit
Department of Health Services	Southern Wisconsin Center
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Onsite Only	2
County(s)	City(s)
Racine County	Union Grove
Related areas of interest or study	Wisconsin Government Job Category
Health Sciences and Human Services	Healthcare

Position Summary

The Therapist Intern functions in a para-professional capacity in an Active Treatment, rehabilitative, basic skill development program, which stimulates and encourages cooperation and participation of residents in a wide variety of Day Service related activities.

Position Duties

Duties of the Therapist Intern include:

- Assist with the assessment, planning, implementing, evaluating, and coordinating of a variety of life skill activities through the above mentioned disciplines for clients with intellectual disabilities and mental health disorders.
- Assist the Social Services Director, Qualified Intellectual Disability Professionals, Behavior Treatment Directors, Treatment Coordinator, or Therapy Department (PT, OT, Speech, Rec, Art, Music) with special projects as requested.

Requested Knowledge, Skills, and Abilities

- Ability to work cooperatively with others.
- Interest in learning about mental health disorders and intellectual disabilities.
- Interest in wanting to learn about being creative with programs and how to adapt activities to the individual's needs (e.g. horticulture, science, community outings, adaptive sports, etc.).

**Pay may be more for higher levels of education.

Position Title	Position Number
Clinical Social Services Intern	485102
Agency	Division/Unit
Department of Veteran's Affairs	Wisconsin Veterans Home - King
Anticipated Weekly Hours	Hourly Pay Range
15 - 20	\$22.97 - \$22.97

Remote Work

Onsite Only

Number of Hires

1

County(s)

Waupaca County

City(s)

King

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

Under the supervision of the Commandant the Social Worker intern will work with a Social Worker they are assigned with to work with individuals who have a variety of problems related to disability, aging, and dementia, including social, mental, medical, economic, behavioral and over all adjustment difficulties, as well as participate on an interdisciplinary team.

Position Duties

The student will assist with completing assessments, reviewing and updating social service plan of care, discharge planning and case management. They will also complete a variety of assessments including but not limited to: Social History Background Report, Initial Assessment and Plan of Care , Saint Louis University Mental Status (SLUMS), Alcohol Use Disorder Identification test (AUDIT), patient Health questionnaire (PHQ-9), and Brief Interview for mental Status (BIMS).

Other duties will include day-to-day social work tasks and/or assisting with special projects.

Requested Knowledge, Skills, and Abilities

- Skill in computer use, including Microsoft Office Suite or similar applications and electronic charting systems.
- Ability to work in a skilled nursing facility.
- Interest in geriatrics, dementia, physical disabilities, and mental health disorders.
- Demonstrate interactive communication skills.
- Skill in organization and problem solving.
- Ability to relate information to people of diverse educational, cultural and economic background
- Adherence to the National Association of Social workers code of ethics.

Special requirements

- Enrollment in an accredited social work program or graduated from an accredited social work program.

Position Title

Music Therapy Intern

Position Number

485105

Agency

Department of Veteran's Affairs

Division/Unit

Wisconsin Veterans Home - King

Anticipated Weekly Hours

40

Hourly Pay Range

\$23.26 - \$23.26

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

2

County(s)

Waupaca County

City(s)

King, WI

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Healthcare

Position Summary

The Music Therapy Intern will be involved in the provision of music therapy services alongside the board-certified Music Therapist in order to acquire skills necessary to successfully provide music therapy and enter the profession of Music Therapy as required by the American Music Therapy Association. The Music Therapy Intern will demonstrate competency in music foundations including proficiency on instruments like piano, guitar and voice. The Music Therapy Intern will use principles of therapy including knowledge of the therapist-patient relationship and therapy groups.

Position Duties

The Music Therapy Intern will assist with the assessment, planning, implementing, evaluating, and coordinating of music therapy services in the Wisconsin Veterans Home-King for members with dementia, physical disabilities, mental health disorders, and end of life care. The Music Therapy Intern will work alongside the Music Therapist as well as participate on the Interdisciplinary Team (IDT) and help with special projects as requested.

Requested Knowledge, Skills, and Abilities

The Music Therapy Intern will be proficient in music playing abilities. The The Music Therapy Intern will have the ability to work in a skilled nursing facility with knowledge and geriatrics, dementia, physical disabilities, mental health disorders, and end of life care. The MT Intern will have the ability to be creative and flexible with music therapy sessions. The MT Intern will have knowledge of and adhere to the American Music Therapy Association's Code of Conduct, Code of Ethics and Standards of Clinical Practice.

Position Title

Social Worker intern

Position Number

485106

Agency

Department of Veteran's Affairs

Division/Unit

Wisconsin Veterans Home - King

Anticipated Weekly Hours

15 - 20

Hourly Pay Range

\$22.97 - \$22.97

Remote Work

Onsite Only

Number of Hires

1

County(s)

Waupaca County

City(s)

King WI

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

Under the supervision of the Commandant the Social Worker intern will work with a Social Worker they are assigned with to work with individuals who have a variety of problems related to disability, aging, and dementia, including social, mental, medical, economic, behavioral and over all adjustment difficulties, as well as participate on an interdisciplinary team.

Position Duties

The student will assist with completing assessments, reviewing and updating social service plan of care, discharge planning and case management. They will also complete a variety of assessments including but not limited to: Social History Background Report, Initial Assessment and Plan of Care , Saint Louis University Mental Status (SLUMS), Alcohol Use Disorder Identification test (AUDIT), patient Health questionnaire (PHQ-9), and Brief Interview for mental Status (BIMS).

Other duties will include day-to-day social work tasks and/or assisting with special projects.

Requested Knowledge, Skills, and Abilities

- Skill in computer use, including Microsoft Office Suite or similar applications and electronic charting systems.
- Ability to work in a skilled nursing facility.
- Interest in geriatrics, dementia, physical disabilities, and mental health disorders.
- Demonstrate interactive communication skills.
- Skill in organization and problem solving.
- Ability to relate information to people of diverse educational, cultural and economic background
- Adherence to the National Association of Social workers code of ethics.

Special requirements

- Enrollment in an accredited social work program or graduated from an accredited social work program.

Position Title

Client Services Specialist

Position Number

550107

Agency

Division/Unit

Wisconsin State Public Defender's Office

Trial

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.25 - \$22.00

Remote Work

Onsite Only

Number of Hires

9

County(s)

Multiple Counties

City(s)

See additional comments

Related areas of interest or study

Health Sciences and Human Services

Wisconsin Government Job Category

Social Sciences & Research

Comments about the position

Locations: Green Bay, Eau Claire, Lancaster, Sparta, Portage, Milwaukee, Racine, Ashland, Spooner

Position Summary

Working with the region's Client Services Specialist, the interns will help gather information and provide facts to develop treatment proposals and sentencing alternatives for clients.

Position Duties

The interns will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. Work will include attending client meetings. These internship positions involve extensive local travel, which requires possession of, or eligibility to possess a valid Wisconsin driver's license.

Requested Knowledge, Skills, and Abilities

1. Possession of, or eligibility to obtain a valid Wisconsin Driver's License
 2. Ability to maintain confidentiality
 3. Some knowledge of interviewing methods and gathering information from people of all ages and backgrounds
 4. Ability to use a computer and conduct internet research
 5. Ability to communicate and work effectively with people from diverse backgrounds (e.g., mental health, addiction, poverty, criminal background, etc.)
-

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

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- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
IS Help Desk	155101
Agency	Division/Unit
Public Service Commission	DBOM
Anticipated Weekly Hours	Hourly Pay Range
40	\$21.00 - \$23.00
Remote Work	Number of Hires
Hybrid; 0 - 16 estimated hours remote	1
County(s)	City(s)
Dane County	Madison, WI
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

This position is responsible for the overall technical support of agency staff. Outstanding customer services is a must. The position assists staff in resolving technical problems related to end user computing systems and software and assists in organizing computer builds and deployment and software installation.

Position Duties

- Respond in a timely manner to requests for technical assistance in person, via phone, or electronically.
- Diagnose and resolve basic technical hardware and software issues. Escalate tickets to next level as required.
- Provide agency end user support for hardware and/or software. Troubleshoot and resolve technical problems. Perform end user system administration (add/deletes).
- Assist in the planning of automated installation of computer hardware and software. Plan and schedule such installations and upgrades.
- Document procedures, assist with research and development on new systems, and help coordinate work of other staff doing installations.

Requested Knowledge, Skills, and Abilities

- Knowledge of Windows desktop operating systems (all versions, including most current).
- Knowledge of Microsoft desktop suite of office products, all versions.
- Knowledge of Microsoft cloud 365 products.
- General LAN architectures and protocols.
- Broad knowledge of Desktop computers, servers, and peripheral equipment.

Position Title	Position Number
Cybersecurity and IT Intern	225101
Agency	Division/Unit
Educational Communications Board	Engineering
Anticipated Weekly Hours	Hourly Pay Range
30 - 40	\$24 - \$24
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

The Educational Communications Board is looking for a motivated and detail-oriented Cybersecurity Intern to join our security and IT teams. Become part of the agency that provides Wisconsin Public Radio, PBS Wisconsin, emergency alerts, and the National Weather Service Radio. As an intern, you will actively contribute to the development and documentation of security procedures and risk management strategies. You will also gain hands-on experience through direct collaboration with our Information Technology department.

Position Duties

Assist with security procedure documentation and process workflow. Help build and sustain a positive cybersecurity culture. Help coordinate risk management procedures. Assist IT team with upgrades and IT projects.

Requested Knowledge, Skills, and Abilities

- Understanding of cybersecurity fundamentals
- IT troubleshooting skills
- Customer service skills supporting PC end users
- Effective, clear, and accurate written and verbal communications,
- Willingness to learn
- Experience in a Microsoft Office 365 environment (Word, Excel, SharePoint, Teams)
- Knowledge of Windows server or Windows desktops,
- Ability to lift at least 30 pounds.

Position Title	Position Number
DNR IT Web Publisher Intern	370122
Agency	Division/Unit
Department of Natural Resources	Internal Services
Anticipated Weekly Hours	Hourly Pay Range
20	\$18.00 - \$20.00
Remote Work	Number of Hires
Hybrid; 0 - 8 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Comments about the position

Hours can be flexible but successful candidate must set a regular weekly schedule.

Position Summary

This position works under the general supervision of the DNR IT Web Services Supervisor. The DNR IT Web Publisher Intern assists the DNR IT Web Services Section in creating, updating, managing, and auditing content on external and internal websites and administration of associated systems and services. This internship will provide opportunities for gaining experience in Drupal, SharePoint Online, Google Analytics, web accessibility, search engine optimization, digital asset management and more. The DNR IT Web Publisher Intern will have the opportunity to work with other areas of DNR IT and a wide variety of program areas across the department

Position Duties

- 60% Publish and Manage Internet Content
- 20% Publish and Manage SharePoint Collaborative and Intranet Content and Sites
- 15% Participate in DNR IT Web Team
- 5% Participate in other DNR IT areas

Duties of the position:

- o Publish and update content on the DNR website (dnr.wi.gov)
- o Remediate web documents to resolve accessibility compliance issues
- o Create pages and SharePoint apps like document libraries and custom lists
- o Work collaboratively with staff to develop content that is suitable for the web
- o Assist with the administration of web technologies used to deliver content solutions (e.g., Drupal, digital asset management systems, website monitoring services, search technologies, etc.)
- o Participate in periodic audits and housekeeping of user accounts, content, digital assets and other data

Requested Knowledge, Skills, and Abilities

- Problem-solving skills
- Customer service skills
- Content management skills
- Ability to work independently and show initiative
- Ability and desire to learn

Position Title	Position Number
GIS Technician	370123
Agency	Division/Unit
Department of Natural Resources	Internal Services
Anticipated Weekly Hours	Hourly Pay Range
20	\$18.00 - \$24.00
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

Primary responsibilities will include processing and managing enterprise geospatial data; gathering requirements from DNR staff; configuring applications using ArcGIS Online and ArcGIS Portal; and spatial analyses to support on-going projects. In addition, the position may support the development of training and outreach material such as user guides, videos and Intranet web pages.

Position Duties

- 60% Geospatial Data Development, Analysis & Maintenance
- 20% Document Submittal and Records Management Process Support
- 15% Assist with Data Management and Analysis
- 5% Organizational Responsiveness

Requested Knowledge, Skills, and Abilities

- o Knowledge of Environmental Systems Research Institute (ESRI) ArcGIS Desktop software (ArcMap, ArcGIS Pro), including extensions and tools (e.g., Spatial Analyst, 3D Analyst, Model Builder), and ESRI ArcSDE Enterprise database structure and management.
- o Knowledge of ArcGIS Online development tools.
- o Knowledge of fundamental methodologies to perform technical geospatial data collection, processing, coordinate conversion, QA/QC, distribution, management, etc.
- o Knowledge of fundamental methodologies of mapping sciences and cartographic design.
- o Proficiency with Microsoft office products including Access, Excel, Word, Skype, Power Point, and SharePoint.
- o Knowledge of SQL and Python scripting languages.
- o Analysis, evaluation and problem-solving skills.
- o Skilled in clear and effective written and oral communication techniques necessary to explain technical information to a non-technical audience.
- o Ability to follow standard operating procedures and pay attention to details.
- o Organizational and time management skills. Ability to handle multiple priorities and coordinate many tasks at once.

Position Title	Position Number
IS Resources Support Tech-Entry	395101
Agency	Division/Unit
Department of Transportation	DSP/BTU
Anticipated Weekly Hours	Hourly Pay Range
40	\$19.92 - \$19.92
Remote Work	Number of Hires
Hybrid; 16 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

This position is assigned to the Division of State Patrol (DSP) – Bureau of Transportation Safety and Technical Services – Public Safety Technology Services Section, Badger TraCS Unit. Their duties may include, but will not be limited to, testing new Baseline software from TraCS vendor and helping migrate TraCS at local law enforcement agencies PCs/workstations by reinstalling an updated version of TraCS onto their PCs/workstations. This position will also add new agency users and set up their local databases. Other fill-in work includes assisting with various area specific projects, helping with coordinating the 2025 Badger TraCS User Conference, creating conference brochure, PowerPoint presentations and/or handouts, registering conference attendees, and testing current production forms and baseline for the fall TraCS Pack release.

Position Duties

- Baseline testing on a new beta version of the TraCS software.
- Assist in providing testing of new TraCS Packs and Baseline regression testing as needed.
- Help migrate law enforcement agencies to the new State Patrol hosted database.
- Create and add all local law enforcement agencies users to the new State Patrol Web Services system.
- Assist with the various area specific projects, coordination, setup of the annual Badger TraCS User Conference plus TraCS current production baseline and forms testing.
- Help test new and current forms for current production TraCS baseline and fall TraCS Pack release.

Requested Knowledge, Skills, and Abilities

- Experience of installing and configuring computers
- Experience maintaining computers, configuring software, networking, and maintaining Windows operating systems such as Windows 10 and Windows 11
- Proficiency in Microsoft Word, Excel, Access, and SharePoint
- Working knowledge of Network Servers and personal computers.
- Working knowledge with data sets and databases including merging of tables and formatting of databases as needed.
- Good interpersonal and oral communication skills
- Good experience in providing customer service.
- Good organizational skills.

Position Title	Position Number
Desktop IT Support Intern	395104
Agency	Division/Unit
Department of Transportation	DBM/ISR
Anticipated Weekly Hours	Hourly Pay Range
40	\$21 - \$23
Remote Work	Number of Hires
Hybrid; 16 estimated hours remote	1
County(s)	City(s)
Waukesha County	Waukesha
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

Working in the Division of Business Management, Bureau of Information Technology, in our Information Technology Service Management section, this position works as a member of the IT Support Regional Team. The IT Support units provide day to day operational support to all customers at DOT. this internship will work with that staff that ensure desktop and mobile users have the tools they need to complete their jobs. You will learn our processes from procurement to deployment of computer hardware and software, as well as break-fix, troubleshooting, inventory, and IT service management concepts. The experiences change day to day, and offer a wide variety of learning opportunities.

Position Duties

General IT Hardware and Software Support
 Imaging, installing, and deploying IT Hardware and software.
 Customer service, providing information, documentation, and guidance to customers.
 Asset Management
 Service Desk/Help Desk

Requested Knowledge, Skills, and Abilities

1. General knowledge of personal computer operating systems including Microsoft Windows 10
2. General knowledge of personal computer software applications including Microsoft Office (Access, Excel, Outlook, Word, and PowerPoint), Adobe Acrobat, etc.
3. General knowledge of installation of computer hardware, software, and PC components and peripheral devices (printers, copiers, scanners, etc.)
4. General knowledge of IT inventory processes and systems
5. Ability to successfully communicate technical concepts to various business partners, vendors, and customers, including those from a non-technical background
6. Ability to isolate, recognize, analyze, troubleshoot and effectively resolve problems in a timely and organized manner
7. Ability to multi-task in a fast-paced team-oriented environment
8. Skill and ability to provide a positive and efficient customer service focused experience
9. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title	Position Number
Desktop IT Support Intern	395105
Agency	Division/Unit
Department of Transportation	DBM/ISR
Anticipated Weekly Hours	Hourly Pay Range
40	\$21 - \$23
Remote Work	Number of Hires

Hybrid; 16 estimated hours remote

1

County(s)

Brown County

City(s)

Green Bay

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

Working in the Division of Business Management, Bureau of Information Technology, in our Information Technology Service Management section, this position works as a member of the IT Support Regional Team. The IT Support units provide day to day operational support to all customers at DOT. this internship will work with that staff that ensure desktop and mobile users have the tools they need to complete their jobs. You will learn our processes from procurement to deployment of computer hardware and software, as well as break-fix, troubleshooting, inventory, and IT service management concepts. The experiences change day to day, and offer a wide variety of learning opportunities.

Position Duties

General IT Hardware and Software Support
 Imaging, installing, and deploying IT Hardware and software.
 Customer service, providing information, documentation, and guidance to customers.
 Asset Management
 Service Desk/Help Desk

Requested Knowledge, Skills, and Abilities

1. General knowledge of personal computer operating systems including Microsoft Windows 10
2. General knowledge of personal computer software applications including Microsoft Office (Access, Excel, Outlook, Word, and PowerPoint), Adobe Acrobat, etc.
3. General knowledge of installation of computer hardware, software, and PC components and peripheral devices (printers, copiers, scanners, etc.)
4. General knowledge of IT inventory processes and systems
5. Ability to successfully communicate technical concepts to various business partners, vendors, and customers, including those from a non-technical background
6. Ability to isolate, recognize, analyze, troubleshoot and effectively resolve problems in a timely and organized manner
7. Ability to multi-task in a fast-paced team-oriented environment
8. Skill and ability to provide a positive and efficient customer service focused experience
9. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title

Desktop IT Support Intern

Position Number

395106

Agency

Department of Transportation

Division/Unit

DBM/ISR

Anticipated Weekly Hours

40

Hourly Pay Range

\$21 - \$23

Remote Work

Hybrid; 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison,- Truax DTSD SW HQ

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

Working in the Division of Business Management, Bureau of Information Technology, in our Information Technology Service Management section, this position works as a member of the IT Support Regional Team. The IT Support units provide day to day operational support to all customers at DOT. this internship will work with that staff that ensure desktop and mobile users have the tools they need to complete their jobs. You will learn our processes from procurement to deployment of computer hardware and software, as well as break-fix, troubleshooting, inventory, and IT service management concepts. The experiences change day to day, and offer a wide variety of learning opportunities.

Position Duties

General IT Hardware and Software Support
 Imaging, installing, and deploying IT Hardware and software.
 Customer service, providing information, documentation, and guidance to customers.
 Asset Management
 Service Desk/Help Desk

Requested Knowledge, Skills, and Abilities

1. General knowledge of personal computer operating systems including Microsoft Windows 10
2. General knowledge of personal computer software applications including Microsoft Office (Access, Excel, Outlook, Word, and PowerPoint), Adobe Acrobat, etc.
3. General knowledge of installation of computer hardware, software, and PC components and peripheral devices (printers, copiers, scanners, etc.)
4. General knowledge of IT inventory processes and systems
5. Ability to successfully communicate technical concepts to various business partners, vendors, and customers, including those from a non-technical background
6. Ability to isolate, recognize, analyze, troubleshoot and effectively resolve problems in a timely and organized manner
7. Ability to multi-task in a fast-paced team-oriented environment
8. Skill and ability to provide a positive and efficient customer service focused experience
9. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title	Position Number
Desktop IT Support Intern	395107
Agency	Division/Unit
Department of Transportation	DBM/ISM
Anticipated Weekly Hours	Hourly Pay Range
40	\$21 - \$23
Remote Work	Number of Hires
Hybrid; 16 estimated hours remote	2
County(s)	City(s)
Dane County	Madison - Hill Farms
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

Working in the Division of Business Management, Bureau of Information Technology, in our Information Technology Service Management section, this position works as a member of the IT Support Regional Team. The IT Support units provide day to day operational support to all customers at DOT. this internship will work with that staff that ensure desktop and mobile users have the tools they need to complete their jobs. You will learn our processes from procurement to deployment of computer hardware and software, as well as break-fix, troubleshooting, inventory, and IT service management concepts. The experiences change day to day, and offer a wide variety of learning opportunities.

Position Duties

General IT Hardware and Software Support
 Imaging, installing, and deploying IT Hardware and software.
 Customer service, providing information, documentation, and guidance to customers.
 Asset Management
 Service Desk/Help Desk

Requested Knowledge, Skills, and Abilities

1. General knowledge of personal computer operating systems including Microsoft Windows 10
2. General knowledge of personal computer software applications including Microsoft Office (Access, Excel, Outlook, Word, and PowerPoint), Adobe Acrobat, etc.
3. General knowledge of installation of computer hardware, software, and PC components and peripheral devices (printers, copiers, scanners, etc.)
4. General knowledge of IT inventory processes and systems
5. Ability to successfully communicate technical concepts to various business partners, vendors, and customers, including those from a non-technical background
6. Ability to isolate, recognize, analyze, troubleshoot and effectively resolve problems in a timely and organized manner
7. Ability to multi-task in a fast-paced team-oriented environment
8. Skill and ability to provide a positive and efficient customer service focused experience
9. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
10. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Position Title

Electronics Technician

Position Number

410105

Agency

Department of Corrections

Division/Unit

DAI - WWCS/TCI

Anticipated Weekly Hours

40

Hourly Pay Range

\$19.25 - \$19.25

Remote Work

Onsite Only

Number of Hires

1

County(s)

Fond du Lac County

City(s)

Fond du Lac

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Information Tech & Technicians

Position Summary

The Electronics Technician-Security – Intern will assist maintain, repair, and calibrate electronic systems and equipment; will assist with the planning, and installing new electronic security systems, modifications, and expansions of present systems; assist other maintenance staff; and provide maintenance records for Wisconsin Women’s Correctional Institution (WWCS/TCI, REECC & MWCC).

Position Duties

- A. Under the close supervision of the superintendent this position will assist in maintaining, repairing, and calibrating electronic systems and equipment.
- B. Assist in planning, designing, and installing modifications and expansions of present or new electronic systems as necessary.
- C. Assist in maintaining maintenance records and reports.
- D. Assist DOC engineers, DOC staff, and contractors.
- E. Assist in the assignment of duties to inmate workers.

Requested Knowledge, Skills, and Abilities

1. Basic knowledge of the principles, practices, methods, materials and techniques of electronic security hardware installation and repair.
2. Ability to install, troubleshoot, and repair a wide variety of specialized electronic equipment and computer-based systems containing tubes, semiconductors, and integrated circuits.
3. Knowledge of the function and use of test equipment such as test sources, test meters, and oscilloscopes.
4. Ability to interpret drawings, specifications and schematics of complete systems.
5. Basic knowledge of high voltage electrical systems
6. Work within a wide range of temperatures and weather conditions. Work areas are occasionally noisy. Works in close physical proximity to inmates/offenders and other staff members.

Position Title	Position Number
IS Desktop Support Intern	410120
Agency	Division/Unit
Department of Corrections	DMS - BTM
Anticipated Weekly Hours	Hourly Pay Range
40	\$24.42 - \$24.42
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Multiple Counties	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	Information Technology & Technicians

Comments about the position

This position is eligible for 100% telework

Position Summary

This position assists in providing second level technical support for Department of Corrections staff and services.

Position Duties

The primary responsibilities are to support, maintain and install in the following areas: workstation hardware, software, Operating Systems (OS), application certification, and software distribution/update methods. This position will develop and recommend workstation and application standards as well as develop test plans to ensure reliability. The person assigned to this position may work under the day-to-day direction of IS Specialists or Consultant/Administrators.

Requested Knowledge, Skills, and Abilities

1. Experience with Windows 10 and Windows 11
2. Knowledge of Google Chrome OS.
3. Experience with Microsoft products, including MS Office and how it integrates on the desktop.
4. Experience with researching emerging information technologies.
5. Experience with Incident/Request/Problem & Change Management ITIL processes.
6. Experience with complex problem isolation and resolution techniques.
7. Knowledge of management and resource allocation principles and techniques.
8. Effective oral and written communication skills.
9. Experience with computer hardware and software platforms.

Position Title	Position Number
IS Field Technician Intern	410121
Agency	Division/Unit
Department of Corrections	DMS - BTM
Anticipated Weekly Hours	Hourly Pay Range
40	\$24.42 - \$24.42
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

This position will assist in providing second level hardware and software support for all Department of Corrections locations throughout the State of Wisconsin.

Position Duties

This position implements, coordinates, and supports hardware and software attached to the Administrative, EdNet, and OTIS Networks and independent computer systems for the Department of Corrections facilities. This position requires travel to DOC sites for hands-on advanced troubleshooting of problems and installation of hardware and software.

Requested Knowledge, Skills, and Abilities

1. Demonstrated technical competence in a customer/field support environment and knowledge of information systems technology and operations.
2. Ability to assess customer needs effectively and communicate in a clear, concise manner with customers of varying technical levels both verbally and in writing.
3. Ability to work independently, under general supervision, or in a team environment.
4. Ability to sit and drive for long periods of time.
5. Ability to multi-task and prioritize day-to-day activities.
6. Effective troubleshooting and/or problem solving skills for hardware and software.
7. Effective decision making skills.
8. Experience utilizing help desk incident management applications/systems.
9. Experience with industry-standard computer application software (i.e., MS-Office).
10. Experience with Windows-based operating systems, including imaging, and troubleshooting/repair (both hardware and software).
11. Ability to work a flexible schedule and days lasting longer than 8 hours
12. Ability to travel throughout the State of Wisconsin

Position Title

Identity and Access Management Analyst Intern

Position Number

410122

Agency

Department of Corrections

Division/Unit

DMS - BTM

Anticipated Weekly Hours

40

Hourly Pay Range

\$24.42 - \$24.42

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

This position serves as a junior security IAM analyst under the close supervision of the IS Supervisor 2 or other senior security analysts (mentors). This position is meant to expose incumbents to state careers as well as provide entry-level skill building in a professional setting through the State Diversity Internship Program.

Position Duties

- A. Coordination of the account provisioning, de-provisioning, projects and maintenance for DOC platforms and applications.
- B. Plan and execute an access audit of DOC systems.
- C. Use of security tools to monitor, audit, and analyze events.

Requested Knowledge, Skills, and Abilities

1. Ability to work independently, under general supervision, or in a team environment.
2. Ability to multi-task and prioritize day-to-day activities.
3. Effective troubleshooting and/or problem solving skills for hardware and software.
4. Effective decision making skills.
5. Experience with industry-standard computer application software (i.e., MS-Office).

Position Title

Security Analyst Intern

Position Number

410123

Agency

Department of Corrections

Division/Unit

DMS - BTM

Anticipated Weekly Hours

40

Hourly Pay Range

\$24.42 - \$24.42

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

This position serves as a junior security analyst under the close supervision of senior security analysts and their supervisor. This position is meant to expose incumbents to state careers as well as provide entry-level skills building in a professional setting through the State Diversity Internship Program.

Position Duties

- A. Active participation in the Cyber Security Incident Response Team (CSIRT).
- B. Use of security tools to monitor, audit, and analyze events.
- C. Assistance with Identity and Access Management functions.

Requested Knowledge, Skills, and Abilities

- 6. Experience with Windows XP.
- 7. Knowledge of integration issues with Windows XP and applications.
- 8. Knowledge of Microsoft products, including MS Office and how it integrates on the desktop.
- 9. Knowledge of telecommunications systems.
- 10. Knowledge of researching emerging information technologies.
- 11. Experience with problem isolation and resolution techniques.
- 12. Effective oral and written communication skills.
- 13. Knowledge of project planning and management concepts and techniques.
- 14. Experience with computer hardware and software platforms.

Position Title

Information Security Governance, Risk, and Compliance (GRC) Analyst

Position Number

435103

Agency

Department of Health Services

Division/Unit

Division of Enterprise Services (DES) Information Security Section (ISS)

Anticipated Weekly Hours

20 - 40

Hourly Pay Range

\$23.00 - \$23.00

Remote Work

Fully Remote

Number of Hires

3

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Information Technology & Technicians

Comments about the position

A flexible work arrangement will be negotiated with the selected candidate(s). Onboarding and offboarding will be done in person to facilitate picking up and dropping off of equipment.

Position Summary

The GRC Analysts will work within the Information Security Section (ISS) within the Department of Health Services. The home office for ISS is in Madison, WI, but work can be done remotely throughout Wisconsin. ISS serves the Department by creating an information security culture and enabling the business. We are metrics minded, employee focused, and view security as a service. ISS is responsible for:

- Identifying and continuously assessing risk
- Developing, institutionalizing, and improving strategies to mitigate risk
- Limiting the potential effects of information security events
- The selection, assessment, authorization, and monitoring of security controls while contributing to the overall information security plan.

The selected intern will work collaboratively with ISS.

- ISS is functionally organized into Security Awareness and Governance, Compliance, Architecture, and Portfolio Management. Cross-team collaboration is essential to our success.

Position Duties

- Assist in the development, tracking, and implementation of Policy, Procedures, Standards, and Guidelines (PPSGs).
- Assist in risk management gap analysis or assessments including vulnerabilities and weaknesses.
- Assist in developing templates, tools, or repeatable processes.
- Assist in developing security requirements for operational initiatives and projects.
- Assist in developing security awareness materials.

Requested Knowledge, Skills, and Abilities

- Must be an individual of high integrity and be a model of unwavering integrity to others.
- Interest in learning more about security technologies or strategies, including but not limited to: firewall, IDS, policy management, security processes/best-practice, logging/monitoring, antivirus, vulnerability assessment, patch management, and incident response.
- Commitment to fostering a diverse working environment.
- Understanding of common and emerging attack vectors, penetration methods or countermeasures.
- Ability to work independently, as part of a team of peers, and also to support and contribute to a multidiscipline team environment.
- Ability to communicate clearly and courteously in both oral and written formats.
- Ability to follow instructions accurately.

Position Title

Desktop Support Technician Intern

Position Number

435115

Agency

Department of Health Services

Division/Unit

DES / BITS / DMaS

Anticipated Weekly Hours

40

Hourly Pay Range

\$21 - \$21

Remote Work

Onsite Only

Number of Hires

2

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Information Technology & Technicians

Position Summary

The Desktop Support Technician Intern provides hands-on support of Department of Health Services (DHS) desktops, laptops, and printers with a primary focus on resolving technical problems. The technician in this position must be focused on customer service.

Position Duties

In the role, the intern will:

- Provide technical desktop support and customer service to DHS workforce members.
- Monitor and resolve incidents reported in the DHS IT ticketing system (currently Cherwell).
- Ensure that customers receive a call back, and a resolution within an acceptable time frame.
- Install equipment and software according to service requests.
- Resolve customer's technical issues, respond to questions, and provide general assistance with desktop product use.
- Escalate issues to the next level technical assistance, as required.
- Monitor resolution progress. A5. Record issue resolution and actions in the ticketing system.
- Close tickets when the issue resolution is implemented.
- Participate in special projects
- Assist with the annual PC hardware refresh project.
- Assist with software upgrades, consolidations, equipment moves, or new technology rollouts.
- Test and support new software rolled out to customers and develop installation and support instructions.

Requested Knowledge, Skills, and Abilities

- Knowledge of Microsoft Windows.
- Knowledge of PC maintenance techniques.
- Knowledge of technical support techniques and procedures.
- Knowledge of incident management and service request systems.
- Knowledge of problem-solving techniques.
- Knowledge of conflict management techniques.
- Oral and written communication skills.
- Customer service skills.
- Ability to lift up to 50 pounds as needed.

Position Title

Desktop Support Intern

Position Number

445104

Agency

Department of Workforce Development

Division/Unit

Employment & Training/IT Coordination Section

Anticipated Weekly Hours

10 - 40

Hourly Pay Range

\$24.42 - \$26.00

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

Under the general supervision of the IT Coordination Supervisor and receiving direction from the DET Tech Lead Worker, this position provides IT consultation services and support to the division regarding personal computers, peripheral devices, operating systems and vendor software. This position will assist division program managers with analysis of project hardware/software requirements. In addition, this position will assist with the division's workstation installation, configuration, and support. This position also provides support to all division applications and software/hardware support on the various platforms for division and partner staff.

Position Duties

Ability to add and remove software, ability to remote to different computers on different networks, ability to troubleshoot PC issues with sound, video, and different drivers. Ability to build and wipe software from machines. Ability to add hardware and drivers for hardware. Familiar with Microsoft products. Ability to learn.

Requested Knowledge, Skills, and Abilities

- Ability to add and remove software
- Ability to remote to different computers on different networks
- Ability to troubleshoot PC issues with sound, video, and different drivers
- Ability to build and wipe software from machines
- Ability to add hardware and drivers for hardware
- Familiar with Microsoft products.

Position Title

Data Scientist Intern

Position Number

445105

Agency

Department of Workforce Development

Division/Unit

Employment & Training/Bureau of Workforce Information & Technology Support

Anticipated Weekly Hours

40

Hourly Pay Range

\$24.42 - \$27.00

Remote Work

Number of Hires

Fully Remote

1

County(s)

City(s)

Statewide

Statewide

Related areas of interest or study

Wisconsin Government Job Category

Information Technology (IT)

Information Tech & Technicians

Comments about the position

Flexible hours within the business day.

Position Summary

Participation in the Workforce Data Integration System, implementing qualitative and/or quantitative data analytics, which may include developing code to analyze data using statistical models, using statistical software, creating test cases, testing code and analyzing results.

Position Duties

The position will take an active role in learning and applying data analysis techniques, statistical algorithms, and their application to public datasets. The position will learn how to integrate applied data analytics into data products including the data lifecycle. The position will also learn and develop skills on testing processes and developing automation.

Requested Knowledge, Skills, and Abilities

- Knowledge of state demographics, economics, and labor force issues
- Skill in using a variety of statistical packages for retrieving information and conducting analyses
- Knowledge of evaluation design and qualitative and quantitative research methods
- Ability to review application and business workflows
- Excellent communication skills

Position Title

Position Number

HR Business Analyst

455101

Agency

Division/Unit

Department of Justice

DMS/ Human Resources

Anticipated Weekly Hours

Hourly Pay Range

20 - 30

\$24.42 - \$26.00

Remote Work

Number of Hires

Hybrid; 8 - 16 estimated hours remote

1

County(s)

City(s)

Dane County

Madison

Related areas of interest or study

Wisconsin Government Job Category

Information Technology (IT)

Position Summary

The HR Business Analyst gathers and analyzes HR data to identify effective operational tools and resources based on their findings. This data can include employee satisfaction ratings, training results, departmental productivity numbers and any other information relevant to the functioning of the HR operations.

Position Duties

- Collecting, analyzing, and interpreting data from HR sources.
- Generating reports based on data analysis. These reports can include dashboards, standardized reports, and ad-hoc reports.
- Using data analysis to make recommendations for solutions about recruitment, retention, and selection processes.
- Collaborating with HR supervisors to develop policies and training programs.
- Communicating data results with stakeholders.
- Acting as an internal consultant to provide guidance on IT solutions, data collection and other recommendations.
- Identifying gaps and risks in business processes.
- Documenting business and technical specifications for system development.

Requested Knowledge, Skills, and Abilities

a. Experience with data analysis, creation of dashboards, gathering business process requirements, communication, attention to detail, organizational skills

Position Title

Program and Policy Analyst

Position Number

485110

Agency

Department of Veteran's Affairs

Division/Unit

Division of Veterans Benefits

Anticipated Weekly Hours

30 - 40

Hourly Pay Range

\$20.65 - \$25.00

Remote Work

Hybrid; 16 - 24 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Business, HR & Finance

Position Summary

The Program and Policy Analyst will use advanced quantitative and qualitative methods to analyze the effectiveness of the Division's programs to assess the efficiency of complex program operations. The position researches and prepares issue analyses of programs demands and policy options which may result in the creation of fiscal estimates, policy analyses and reports to include graphics on proposed and current programs.

Position Duties

Review current Division policies and procedures. Work with Bureau Directors to ensure policies and procedures and current and located on SharePoint.
 Generate, improve, and provide data on internal performance monitoring reports for Division related program and service information and continuous quality assurance improvement.
 Advise division leadership on areas of improvement that could be made on the data and performance management cycle. Assist with monitoring of recommended program improvements and provide technical assistance as needed.
 All other duties as assigned.

Requested Knowledge, Skills, and Abilities

1. Knowledge of principles and practices of program planning and development.
2. Knowledge of principles and practices of policy analysis and research.
3. Knowledge of the principles and practices of strategic planning.
4. Knowledge of the principles and practices of organizational analysis.
5. Knowledge of the principles and practices of program assessment.
6. Data collection, research, and analysis skills.
7. Knowledge of statistical analysis.
8. Ability to understand statutes, rules, and regulations pertaining to WDVA veterans' programs and services.
9. Effective oral communication skills including presentation, and group facilitation.
10. Effective written communication skills including the preparation of technical reports for diverse readerships.
11. Ability to work effectively in a team environment.
12. Ability to work with Department management in sensitive areas of public policy and program management and to facilitate analysis and/or improve planning.
13. Ability to work independently.

Position Title

DevOps Technician

Position Number

515101

Agency

Division/Unit

Department of Employee Trust Funds

Dev, DBA & MiddleWare Section

Anticipated Weekly Hours

40

Hourly Pay Range

\$22 - \$26

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

Intern would participate on the MiddleWare/DevOps team. Intern will work with a variety of our tool suites as we work to modernize our environment.

Position Duties

The Intern will assist with our mitigation of our batch server and Control-M system to Red Hat 9. Intern will work with our observability platform, Dynatrace, creating new dashboards and metrics for users, setting thresholds and automating reports. Intern will assist with our CI/CD pipeline and potentially with containers. Intern will have opportunities to work on Linux OS servers, Liberty Web Hosting Platform, and GitHub.

Requested Knowledge, Skills, and Abilities

Experience with Linux Servers with some exposure to Linux Server Administration. Experience with basic Networking and firewalls. Experience working with GitHub. Experience working with or using Microsoft Teams for collaboration. Knowledge and experience with scripting/coding languages such as Python, Java, etc. Knowledge about batch files and/or scheduling software. Knowledge about CI/CD Pipelines. Be able to work on a team as well as independently. Ability to problem solve. Needs to be able to communicate effectively, both written and verbal. Experience with Jira is a plus. Experience with Dynatrace is a plus.

Position Title

IT Systems Application/Data Development Specialist

Position Number

550102

Agency

Wisconsin State Public Defender's Office

Division/Unit

Information Technology

Anticipated Weekly Hours

40

Hourly Pay Range

\$29.27 - \$32.00

Remote Work

Hybrid; 8 - 16 estimated hours remote

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Information Technology (IT)

Wisconsin Government Job Category

Position Summary

Provide IT support in managing databases and/or writing application code or Google App Script for our agency's systems.

Position Duties

This position assists with the application development, system design, and maintenance support of our agency systems and applications. This position will help ensure the development of efficient system operations across a variety of technical areas.

Requested Knowledge, Skills, and Abilities

1. Ability to maintain confidentiality
2. Knowledge of systems development practices and principles
3. Problem solving techniques and analytical skills
4. Ability to communicate and work effectively with people from diverse backgrounds

Position Title	Position Number
IT Help Desk Specialist	550103
Agency	Division/Unit
Wisconsin State Public Defender's Office	Information Technology
Anticipated Weekly Hours	Hourly Pay Range
40	\$29.27 - \$32.00
Remote Work	Number of Hires
Hybrid; 8 - 16 estimated hours remote	3
County(s)	City(s)
Multiple Counties	Madison, Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Information Technology (IT)	

Position Summary

Provide IT device and systems support, including hardware, software, agency specific tools, and access to systems for employees.

Position Duties

Assist our Service Support professionals in completing service desk requests. Participate in the planning, testing, implementation, and support of agency technology. This position will provide service support to staff in troubleshooting technology issues with Google Apps, Telephony, user access to systems, internal application support, and technology integration initiatives. This position assists with supporting our service level agreements to provide critical IT support to our agency staff.

Requested Knowledge, Skills, and Abilities

1. Experience with support hardware and software, such as laptop support, Windows 11, Microsoft Office, or Google Apps
 2. Ability to maintain confidentiality
 3. Ability to clearly communicate verbally and in writing
 4. Ability to use a computer and conduct internet research
 5. Ability to communicate and work effectively with people from diverse backgrounds
-

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
Consumer Protection Intern	115104
Agency	Division/Unit
Department of Agriculture, Trade, and Consumer Protection	Division of Trade and Consumer Protection - Bureau of Consumer Protection
Anticipated Weekly Hours	Hourly Pay Range
20 - 40	\$21.00 - \$21.00
Remote Work	Number of Hires
Hybrid; 0 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	

Comments about the position

This position may be eligible to telecommute up to 60% of the scheduled work hours

Position Summary

DATCP’s Bureau of Consumer Protection has the authority to regulate unfair business practices and enforce practices to protect millions of Wisconsin consumers every day. The intern will interact with the general public, businesses, other state agencies, law enforcement officials and attorneys in performance of their work duties. The position will be headquartered at the Prairie Oaks State Office Building on the southeast side of Madison.

A previous intern shared the following about their experience in Consumer Protection:

“I thoroughly enjoyed my summer as an intern with the Bureau of Consumer Protection! It was an invaluable experience to be able to assist and protect Wisconsin consumers. My coworkers and supervisors were so kind and helpful, and they were all willing to provide advice and mentorship as much as I needed. I am so grateful to be able to use the knowledge and experience I gained through this internship in law school.”

Position Duties

Internship duties will include the following: screen, process and mediate written complaints related to disputes between consumers and businesses. Conduct outreach educating consumers and the business community on Wisconsin’s consumer protection laws. Research alleged violations of Wisconsin’s consumer protection laws. Assist consumers in recovering their losses and assist businesses in complying with state laws. Assist with dissemination of consumer protection information through telephone inquiries and in person. The intern will utilize Microsoft Office Suite and complaint database for email and production of correspondence, reports and fact sheets.

- 45% Provision of mediation services regarding consumer complaints.
- 35% Technical assistance to the public in areas of consumer services.
- 20% Analysis of consumer complaints and consumer fraud issues.

Requested Knowledge, Skills, and Abilities

- Strong oral and written communication skills.
- Ability to maintain confidentiality in a regulatory environment.
- Excellent organizational and interpersonal skills.
- Ability to understand laws, rules, and policies and relate them to specific situations.
- Interest in consumer protection and complaint mediation.
- Self-motivated, willing to take on new challenges, and works effectively with others.
- Coursework in issues, information and legislation related to consumer protection.

Position Title	Position Number
Research Analyst (Intern)	165102
Agency	Division/Unit
Department of Safety and Professional Services	Division of Legal Services & Compliance
Anticipated Weekly Hours	Hourly Pay Range
20 - 40	\$20.65 - \$20.65
Remote Work	Number of Hires
Hybrid; 8 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will primarily serve the Division of Legal Services and Compliance (DLSC). The Research Analyst is a legal intern who will assist DLSC attorneys protecting the public health, safety, and welfare of Wisconsin's residents. DLSC offers an opportunity to work in a truly collaborative environment. The Research Analyst intern works under attorney supervision, with primary responsibility for investigation in a confidential, disciplinary caseload. The Research Analyst will develop written and oral communication skills through legal research, case strategy discussions, objectively drafting clear case summaries with applicable caselaw, and responding to internal and external customer service inquires. The Research Analyst may shadow prosecuting attorneys and second chair at pre-trial and hearing. Research Analysts will have meaningful networking opportunities through contact with case advisors, attendance at professional board meetings, participation in hearing proceedings, and daily interactions with Department Staff. Each of these experiences can be achieved virtually if necessary.

Position Duties

70% A. Assist with the investigation and prosecution of license violations.

A1. Manage a caseload of disciplinary matters under close supervision, direction, and review of a DLSC Attorney.

A2. Assist DLSC Attorneys in formulating an investigative strategy incorporating applicable legal theories, sources of information and appropriate

investigative methodologies.

A3. Conduct timely investigations to secure testimony and physical evidence to support effective enforcement actions by DLSC.

A4. Assist in the analysis and compilation of facts and evidence in completed investigations.

A5. Under prosecutor direction, confer with the Case Advisor, in a professional and effective manner, for a recommendation on standard of care

and/or professional standards.

A6. Assist in the preparation and coordination of witnesses and assist witnesses at formal proceedings.

A7. Prepare exhibits and organize case files for review by prosecuting attorney for decision by CLC or credentialing authority.

A8. Learn and apply the statutes, administrative code, and standards to determine if there have been any violations by credential holders.

30% B. Provide research for attorneys regarding law, policies, and procedures.

Requested Knowledge, Skills, and Abilities

- Knowledge of legal documents
- Ability to analyze facts and determine compliance with legal requirements.
- Strong organizational skills.
- Time and task management skills.
- Verbal and written communication skills.
- Ability to work independently and effectively within a collaborative team environment.
- Ability to focus on tasks with strong attention to detail and accuracy.
- Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment
- Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals

Position Title

Legal Intern

Position Number

395110

Agency

Department of Transportation

Division/Unit

Office of General Counsel

Anticipated Weekly Hours

40

Hourly Pay Range

\$20.65 - \$20.65

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison Wisconsin

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

Work with attorneys on research, writing, hearings, client interaction for the Wisconsin Department of Transportation

Position Duties

Research law on Westlaw,
 prepare legal research memos
 assist in drafting and responding to pleadings
 work with attorneys on drafting legal opinions
 perform research on legal issues

Requested Knowledge, Skills, and Abilities

- Strong organizational skills
- Attention to detail
- Excellent reading comprehension and writing skills
- Excellent communication skills
- Experience in the following areas is helpful: engineering, traffic or transportation safety systems, employment/labor law, environmental law, construction, eminent domain, real estate, railroads, tax, rulemaking, legislative drafting

Position Title	Position Number
Researcher	410109
Agency	Division/Unit
Department of Corrections	OOS - Research Unit
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$20.65
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position is responsible for providing support to the Research and Policy Unit by performing a wide range of tasks. The Research and Policy Unit works with cross-divisional staff at the agency to report statistics related to persons in our care and client populations, program performance indicators, and policy impact analysis. These types of information are used by DOC leadership for planning, evaluating and implementing operations that are effective, efficient, and evidence-based.

Position Duties

- A. Under the guidance of permanent staff analyze data to assess the impact and effectiveness of DOC programs, initiatives, or policies, and develop reports or presentations to communicate the results of the analyses.
- B. Provide support to the Research and Policy Unit in its efforts to report on Department operations, and to pursue research on relevant correctional phenomena.

Requested Knowledge, Skills, and Abilities

1. Knowledge of methods to conduct research including the use of statistical analysis.
2. Skill in developing various types of deliverables such as graphs, dashboards, reports, presentations, etc.
3. Skill in using statistical analysis programs, such as SPSS, Stata, Python or R, including writing code or syntax within these software programs.
4. Skill in analyzing quantitative data.
5. Skill in effective written and oral communication to a wide range of diverse audiences.
6. Strong organizational skills, with the ability to coordinate multiple duties with varying requirements and deadlines.
7. Ability to work independently and make decisions within the scope of their responsibility.
8. Ability to establish and maintain effective working and professional relationships.

Position Title	Position Number
Probation & Parole Agent	410111
Agency	Division/Unit
Department of Corrections	DCC - Region 1
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title

Probation & Parole Agent

Position Number

410112

Agency

Department of Corrections

Division/Unit

DCC - Region 2

Anticipated Weekly Hours

40

Hourly Pay Range

\$22.51 - \$22.51

Remote Work

Onsite Only

Number of Hires

1

County(s)

Racine County

City(s)

Sturtevant

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Probation & Parole Agent	410113
Agency	Division/Unit
Department of Corrections	DCC - Region 3
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Milwaukee County	Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Probation & Parole Agent	410114
Agency	Division/Unit
Department of Corrections	DCC - Region 4
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Brown County	De Pere
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Probation & Parole Agent	410115
Agency	Division/Unit
Department of Corrections	DCC - Region 4
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Brown County	Green Bay
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Probation & Parole Agent	410116
Agency	Division/Unit
Department of Corrections	DCC - Region 7
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Waukesha County	Waukesha
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title

Probation & Parole Agent

Position Number

410117

Agency

Department of Corrections

Division/Unit

DCC - Region 8

Anticipated Weekly Hours

40

Hourly Pay Range

\$22.51 - \$22.51

Remote Work

Onsite Only

Number of Hires

1

County(s)

Sauk County

City(s)

Baraboo

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title

Probation & Parole Agent

Position Number

410118

Agency

Department of Corrections

Division/Unit

DCC - Region 5

Anticipated Weekly Hours

40

Hourly Pay Range

\$22.51 - \$22.51

Remote Work

Onsite Only

Number of Hires

1

County(s)

Multiple Counties

City(s)

Hudson, Menomonie, Eau Claire, Neillsville

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Social Sciences & Research

Comments about the position

This position will be headquartered in one of three locations, dependent on the candidate chosen.

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Probation & Parole Agent	410119
Agency	Division/Unit
Department of Corrections	DCC - Region 6
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.51 - \$22.51
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Marathon County	Wausau
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Social Sciences & Research

Position Summary

This position will be trained and shadow permanent staff in monitoring a caseload of individuals placed on court-ordered supervision. All case activity will initially require consultation and approval of the supervisor or designee, and will continue over time as required based on the level of complexity and the development of the Agent. Agents in this position are initially functioning at an entry level requiring necessary supervisory oversight and gaining competency through both formal and on the job training. Agents in this position are fully trained in the duties and responsibilities of the position but still require additional work experience to gain competency. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

Position Duties

Responsibilities of the position include but are not limited to: provision of services to protect the public by holding clients accountable for their behavior; assessment and preparation of case plans for clients; fostering law abiding behavior and positive participation in the community; preparation of accurate and timely investigations, reports, and case records; execution of safety and security requirements related to clients; community outreach and liaison activities, and other special assignments as required. This position provides a variety of services for a targeted caseload or program in one or more of the following areas: re-entry, sex offender, mental health, alcohol/drug, enhanced supervision, program liaison, interstate compact, and/or other programs identified.

Requested Knowledge, Skills, and Abilities

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of the dynamics of human relations.
4. Ability to identify and solve problems effectively.
5. Knowledge of culturally different values (cultural awareness) and ability to work effectively with a diverse staff and client populations.
6. Ability to work with others in stressful situations while maintaining professional composure and safe work conditions.
7. Proficient computer skills including keyboarding, use of MS Office applications, risk assessment software and other productivity tools and/or software.
8. Ability to effectively prioritize and manage workload using organizational techniques.
9. Knowledge of statutes and administrative rules.
10. Knowledge of criminal justice system and legal procedures.
11. Knowledge of available community resources and purchase of service systems.
12. Knowledge of effective interviewing techniques (e.g. motivational interviewing).
13. Knowledge of body contents collection (e.g. urine specimens, DNA).
14. Knowledge of investigation procedures.
15. Knowledge of evidence-based practices, social work methods and/or case management techniques.
16. Knowledge of AODA issues and appropriate treatment techniques.
17. Knowledge of principles of client classification.
18. Knowledge of electronic monitoring systems.
19. Knowledge of staff security, public protection and health and safety practices, including proper security and restraint techniques.
20. Ability to work under varying weather conditions (e.g. severe cold, extreme heat, rain, snow, ice).
21. Ability to physically stabilize/restrain potentially resistive or combative individuals.
22. Ability to successfully complete Principles of Subject Control (POSC) training annually.
23. Ability to read, understand and follow DOC, DCC and office policies and procedures.

Position Title	Position Number
Legal Intern	435102
Agency	Division/Unit
Department of Health Services	Office of Legal Counsel
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Hybrid; 0 - 32 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Legal

Comments about the position

The intern may work remotely up to 4 days per week. Wednesdays in office are required.

Position Summary

The Legal Intern will assist the Office of Legal Counsel (OLC) attorneys with and shadow OLC attorneys in all aspects of legal representation to Department of Health Services clients.

Position Duties

Duties will include but are not limited to: conducting legal research, participating in client meetings, engaging with attorneys to conduct risk-assessments and learn legal decision-making skills, drafting memos, assisting attorneys in responding to legal questions from clients, and other legal duties as assigned.

Requested Knowledge, Skills, and Abilities

- Skill or interest in reading and interpreting state and federal statutes and case law.
- Skill or interest in drafting legal memorandum, interacting with clients, and drafting professional letters and emails.
- Interest in working in the following areas: Medicaid, substance use disorder programs, mental health institutions, services for people living with developmental disabilities, public health, regulation of in-patient care facilities, administrative law.
- At least one year of law school completed is strongly preferred, though not required.

*Pay may be more for higher levels of education.

Position Title	Position Number
Program and Policy Analyst Intern	435105
Agency	Division/Unit
Department of Health Services	DMS
Anticipated Weekly Hours	Hourly Pay Range
30 - 40	\$18.50 - \$19.25
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Business, HR & Finance

Comments about the position

Must work during core business hours 9am-3pm

Position Summary

The Program and Policy Analyst Intern will provide support to the Bureau of Benefits Policy (BBP) within the Division of Medicaid Services and assist with policy and procedure development for BBP. The position requires strong analytical skills, advanced oral and written communication skills, and the use of policy analysis techniques to complete a variety of analysis, research, development, and implementation activities.

Position Duties

Initially, the Program and Policy Analyst Intern will shadow program staff in the normal course of business. The intern will be invited to participate in training activities offered to program staff, which will provide the intern with the opportunity to learn more about the systems in place and BBP's programs. The intern will be assigned short-term projects related within daily operations of BBP. For example, the intern may be asked to document work processes, create policies and procedures and develop quality checklists. The intern's interests will be taken into account when the supervisor assigns projects.

Requested Knowledge, Skills, and Abilities

- Positive attitude and a genuine interest in Wisconsin Medicaid.
- Organizational skills.
- Proficient in Microsoft office.
- Critical thinking and issue-spotting skills.
- Strong communication skills, both written and verbal.
- Ability to convey complex information to a lay audience.
- Ability to work both independently and with others.
- Interest in quality and process improvement is helpful, but prior experience is not required.

*Pay may be more for higher levels of education

Position Title	Position Number
Forensic Systems Intern	435123
Agency	Division/Unit
Department of Health Services	DCTS/BCFS
Anticipated Weekly Hours	Hourly Pay Range
40	\$18.50 - \$19.25
Remote Work	Number of Hires
Fully Remote	1
County(s)	City(s)
Statewide	Statewide
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Business, HR & Finance

Position Summary

The Forensic Systems Intern will work closely with our team to complete a significant project that aligns with both the intern's academic and career interests as well as our organization's needs. Under the supervision of a project lead, the intern will be responsible for project-specific tasks, meeting key deliverables, and providing regular updates on progress.

Position Duties

Duties of the intern will include:

- Research and compile a list of grants specifically aimed at funding forensic mental health services.
- Develop a comprehensive directory of funding opportunities, including deadlines, eligibility requirements, and key contacts.
- Write and submit a grant proposal (or draft) that align with the objectives and needs of forensic mental health system.
- Conduct a comprehensive review of past competency evaluations, using a set of quality indicators to assess consistency and thoroughness.
- Identify any evaluators whose reports fall below quality standards and provide recommendations for improving evaluator performance.
- Develop a report detailing findings, insights, and suggested improvements for ensuring evaluation quality across the program.

Requested Knowledge, Skills, and Abilities

- Strong research skills
- Knowledge of the grant-writing process
- Data management and analysis skills
- Familiarity with forensic mental health systems
- Strong organizational skills
- Ability to synthesize data into actionable recommendations

**Pay may be more for higher levels of education.

Position Title

Paralegal Intern

Position Number

455102

Agency

Department of Justice

Division/Unit

DLS/Criminal Appeals

Anticipated Weekly Hours

20 - 30

Hourly Pay Range

\$23.00 - \$28.00

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Legal

Position Summary

This internship is for a Paralegal Intern for the Criminal Appeals Unit within the Wisconsin Department of Justice at the Risser Justice Center in Madison, Wisconsin. The Department has a duty under Section 165.25(1) to represent the State in appeals and related proceedings. Paralegal support for the unit's appellate work is critical for the Department to meet its statutorily prescribed duties, to protect the public, and to ensure that justice is upheld. Paralegal interns will be assigned a mentor and work closely with a paralegal. Criminal appeals paralegals also work closely with an assigned Assistant Attorney General in opening newly assigned cases, proofreading, checking case law and record citations, formatting briefs and responses, filing in appellate courts, and communicating with district attorneys on case status. A person interested in this internship should have experience or knowledge in the legal field, excellent communication skills, time management and organizational skills, professionalism, and a willingness to learn the appellate procedures.

Position Duties

Managing assigned appeals in the Wisconsin Supreme Court and Court of Appeals that requires conducting case law analysis and legal research, drafting and preparing legal documents, performing paraprofessional duties and legal support, utilizing a case management system (e.g. Time Matters) and maintaining case files.

Requested Knowledge, Skills, and Abilities

- a. Knowledge of legal matters, activities, and actions.
- b. Ability to independently exercise judgment and discretion.
- c. Ability to prioritize and manage multiple tasks
- d. Ability to learn to conduct legal research and analysis
- e. Knowledge of legal terminology with general knowledge of the criminal justice system.
- f. Effective written and oral communication skills
- g. Interpersonal skills
- h. Knowledge and skill in the use of Microsoft Office Suite, Adobe Professional products, and case management software (e.g. Time Matters).

Position Title	Position Number
Paralegal Intern	455104
Agency	Division/Unit
Department of Justice	DLES/Civil Litigation
Anticipated Weekly Hours	Hourly Pay Range
20 - 30	\$23.00 - \$28.00
Remote Work	Number of Hires
Hybrid; 8 - 16 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Legal

Position Summary

This opening is for a Paralegal Intern for the Civil Litigation Unit within the Wisconsin Department of Justice at the Risser Justice Center in Madison, Wisconsin. The Civil Litigation Unit handles a wide variety of matters on behalf of the State of Wisconsin, its agencies, the University of Wisconsin System, and individual state employees.

Paralegal Interns will be assigned a mentor and work closely with a Paralegal Supervisor and other Paralegals. Civil Litigation Paralegals also work closely with assigned Assistant Attorneys General in drafting legal documents and discovery responses; electronically organizing and compiling case files; gathering and analyzing records and facts for various phases of litigation; assisting in preparation for depositions and trials; identifying and collecting exhibits; and maintaining contact with client agencies. The position works with multiple, often competing priorities.

Position Duties

- a. Assist with performing legal research
- b. Drafting briefs and pleadings
- c. Reviewing discovery
- d. Conducting investigations
- e. Observing mediations, depositions, court hearings, and/or trials.

Requested Knowledge, Skills, and Abilities

A person interested in this internship should have experience or knowledge in the legal field, excellent communication skills, time management and organizational skills, professionalism, and a willingness to learn civil litigation procedures.

Position Title	Position Number
Safety & Risk Management Program Intern	485103
Agency	Division/Unit
Department of Veteran's Affairs	Division of Enterprise Services
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$25.00

Remote Work

Fully Remote

Number of Hires

1

County(s)

Statewide

City(s)

Statewide

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Inspector, Compliance, Regulatory

Comments about the position

Position can be remote after initial first day orientation and assignment of equipment but is expected to occasionally travel to DVA facilities statewide and driver's license preferred for use of state vehicles. Travel days and times may be flexible but is required for ergonomic and risk/safety/compliance assessments of facilities and oversight of remediation projects.

Position Summary

This intern will work cooperatively with the DVA Risk Management Officer and facilities staff to assist in the development and promotion of safety improvements and assist in the administration of property loss and worker's compensation claims.

Position Duties

Prepare and revise instructions and procedures related to the safety and loss control programs; collect and report incident and claims data; participate in loss control/fire prevention and OSHA/SPS safety and compliance surveys and inspections; assist claims examiners with claims management including preparation and processing of reports, claims, bills, payments and other forms, and troubleshooting delays and errors; and research and analyze safety and risk management issues and recommend corrective actions.

Requested Knowledge, Skills, and Abilities

Candidate must be a university undergraduate or graduate student with an interest in safety studies or related programs with the ability to understand and interpret statutes and regulations, good computer skills with competency in Microsoft Outlook, Word, Excel and Powerpoint, and capable of working independently and meeting deadlines. Candidate must have effective organizational and written communication skills with a focus on drafting and revising instructional and procedural materials and forms. A valid driver's license with a minimum of two years licensed driving experience to qualify to operate state fleet vehicles is preferred.

Position Title

Paralegal

Position Number

550101

Agency

Wisconsin State Public Defender's Office

Division/Unit

Trial

Anticipated Weekly Hours

40

Hourly Pay Range

\$22.00 - \$24.00

Remote Work

Onsite Only

Number of Hires

33

County(s)

Multiple Counties

City(s)

See additional comments

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Legal

Comments about the position

Locations: Appleton, Peshtigo, Shawano, Chippewa Falls, Eau Claire, Hudson, Fond du Lac, Juneau, Manitowoc, Oshkosh, Sheboygan, Elkhorn, Janesville, Monroe, Black River Falls, La Crosse, Baraboo, Madison Trial, Madison Appellate, Milwaukee, Kenosha, Merrill, Rhinelander, Wausau, Wisconsin Rapids, Ashland, Superior, Jefferson, Waukesha, West Bend

Position Summary

Working with the region's paralegals, the interns will help provide support for staff trial attorneys in assigned cases in a professional manner.

Position Duties

Assist the paralegals with professional support, work independently on projects, investigate cases, and prepare legal documents. Work will also include working on motions, helping conduct intake, review electronic discovery, and interacting with clients. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality.

Requested Knowledge, Skills, and Abilities

1. Ability to maintain confidentiality
 2. Ability to organize voluminous files, data and records
 3. Strong attention to detail
 4. Ability to communicate and work effectively with people from diverse backgrounds
-

Position Title	Position Number
Paralegal	550104
Agency	Division/Unit
Wisconsin State Public Defender's Office	Appellate Division
Anticipated Weekly Hours	Hourly Pay Range
40	\$22.00 - \$24.00
Remote Work	Number of Hires
Onsite Only	2
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Legal

Position Summary

Working with the division's paralegal and an attorney mentor, the interns will help provide support for staff appellate attorneys in assigned cases in a professional manner.

Position Duties

Assist the paralegals with professional support, work independently on projects, investigate cases, and prepare legal documents. Work will also include working on motions, helping conduct intake, and interacting with clients. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality.

Requested Knowledge, Skills, and Abilities

1. Ability to maintain confidentiality
 2. Ability to organize voluminous files, data and records
 3. Strong attention to detail
 4. Ability to communicate and work effectively with people from diverse backgrounds
-

Position Title	Position Number
Investigator	550106
Agency	Division/Unit
Wisconsin State Public Defender's Office	Trial
Anticipated Weekly Hours	Hourly Pay Range
40	\$20.65 - \$23.00
Remote Work	Number of Hires
Onsite Only	21
County(s)	City(s)
Multiple Counties	See additional comments
Related areas of interest or study	Wisconsin Government Job Category
Law, Public Safety, Regulatory Compliance	Inspector/Compliance/Reg

Comments about the position

Locations: Appleton, Green Bay, Peshtigo, Shawano, Chippewa Falls, Eau Claire, Hudson, Fond du Lac, Oshkosh, Sheboygan, La Crosse, Madison Trial, Milwaukee, Racine, Kenosha, Rhinelander, Wausau, Spooner, Waukesha, West Bend

Position Summary

Working with the region's Investigators, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner.

Position Duties

The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and help conduct investigations including interacting with clients, filing, and working on electronic discovery. These internship positions involve extensive local travel, which requires possession of, or eligibility to possess a valid Wisconsin driver's license.

Requested Knowledge, Skills, and Abilities

1. Possession of, or eligibility to obtain a valid Wisconsin Driver's License
2. Ability to maintain confidentiality
3. Some knowledge of criminal, juvenile or mental health justice systems
4. Ability to use a computer and conduct internet research
5. Ability to communicate and work effectively with people from diverse backgrounds

Position Title

Paralegal

Position Number

550108

Agency

Wisconsin State Public Defender's Office

Division/Unit

Administration

Anticipated Weekly Hours

40

Hourly Pay Range

\$22.00 - \$24.00

Remote Work

Onsite Only

Number of Hires

1

County(s)

Dane County

City(s)

Madison

Related areas of interest or study

Law, Public Safety, Regulatory Compliance

Wisconsin Government Job Category

Legal

Position Summary

Working with the division's paralegal and an attorney mentor, the interns will help provide support for staff attorneys in assigned cases in a professional manner.

Position Duties

Assist the paralegals with professional support, work independently on projects, investigate cases, and prepare legal documents. Work will also include working on motions, helping conduct intake, and interacting with clients. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality.

Requested Knowledge, Skills, and Abilities

1. Ability to maintain confidentiality
2. Ability to organize voluminous files, data and records
3. Strong attention to detail
4. Ability to communicate and work effectively with people from diverse backgrounds

State of Wisconsin Student Diversity Internship Program (SWSDIP) Position Catalog

For internship opportunities during the summer of 2025, SWSDIP is offering a total of 242 positions across 155 unique job openings. Use the filter below to preview the available internship positions in the various categories.

If you are interested in an internship opportunity as a part of SWSDIP, you must apply on the [State of Wisconsin wiscjobs website](#) as soon as possible but no later than **February 7, 2025** for consideration. Please direct any questions about the program to [the Bureau of Equity and Inclusion](#). We cannot wait to work with you!

The SWSDIP catalog has positions in the following areas of interest or study (select all areas you may be interested in) ⓘ*

- Administrative Policy
- Architecture, Construction and Skilled Trades
- Business & Finance
- Communications & Marketing
- Engineering & Other STEM
- Environmental Sciences, Agriculture & Natural Resources
- General Studies
- Health Sciences and Human Services
- Information Technology (IT)
- Law, Public Safety, Regulatory Compliance
- Transportation, Distribution and Logistics

Available SWSDIP Positions

Position Title	Position Number
GIS Intern	395102
Agency	Division/Unit
Department of Transportation	DTSD/OWIB
Anticipated Weekly Hours	Hourly Pay Range
10 - 40	\$23.00 - \$23.00
Remote Work	Number of Hires
Hybrid; 16 - 24 estimated hours remote	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Transportation, Distribution and Logistics	Information Technology & Technicians

Position Summary

As A GIS intern at WisDOT, you'll assist with the collection, management, and analysis of spatial data using GIS software, supporting transportation planning and project development. This position offers hands-on experience, real-world project contributions, and networking opportunities with the Transportation industry

Position Duties

Assist with the collection, management, and analysis of spatial data using GIS software to support transportation planning and project development. Create maps and visualizations, conduct fieldwork for data gathering, and collaborate with various departments to integrate GIS data into transportation projects

Requested Knowledge, Skills, and Abilities

To excel in this position, you need a strong understanding of GIS software (e.g., ArcGIS) and spatial data analysis. Excellent problem-solving skills and the ability to work both independently and collaboratively are essential, along with strong communication and organizational abilities. These skills will enable you to effectively support transportation planning and project development.

Position Title	Position Number
Building Maintenance Database Specialist	505114
Agency	Division/Unit
Department of Administration	DFTS/ BBM
Anticipated Weekly Hours	Hourly Pay Range
30 - 40	\$15.00 - \$18.00
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Dane County	Madison
Related areas of interest or study	Wisconsin Government Job Category
Transportation, Distribution and Logistics	

Position Summary

In this position, the Building Management intern will work with crafts workers, IT specialists, front line building staff, and building managers. The goal of the internship is to gather information about buildings, complete the record in the computerized maintenance system, train team members on the process, and document procedures so they can be replicated. This person will learn and execute tools in database systems to make positive impacts to the business, as well as get exposure to building management and building automation control systems.

Position Duties

- Learn the many facets of a computerized maintenance management system
- Assist with process enhancements in a building asset database systems
- Conduct observations/ interviews and apply findings to enhance building asset information

Requested Knowledge, Skills, and Abilities

- 1.) Currently pursuing a degree in Information Systems or similar field, preferred but not required.
- 2.) Competent with MS Office applications and database applications.
- 3.) Ability to learn and document systems.
- 4.) Collaborate with a team of varying skills.

Position Title	Position Number
Maintenance Database Specialist	505116
Agency	Division/Unit
Department of Administration	DFTS/ BBM
Anticipated Weekly Hours	Hourly Pay Range
30 - 40	\$15 - \$18
Remote Work	Number of Hires
Onsite Only	1
County(s)	City(s)
Waukesha County	Waukesha/ Milwaukee
Related areas of interest or study	Wisconsin Government Job Category
Transportation, Distribution and Logistics	

Position Summary

In this position, the Building Management intern will work with crafts workers, IT specialists, front line building staff, and building managers. The goal of the internship is to gather information about assets, complete the record in the computerized maintenance system, train team members on the process, and document procedures so that efforts can be replicated. This person will learn and execute tools in database systems to make positive impacts to the business, as well as get exposure to building management and building automation control systems.

Position Duties

- Learn the many facets of a computerized maintenance management system
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