



STATE OF WISCONSIN STUDENT DIVERSITY INTERNSHIP PROGRAM - 2023 POSITION CATALOG

Dear Student:

We are pleased to present you with the SWSDIP catalog of available opportunities to intern with the State of Wisconsin this Summer 2023. Enclosed you will find over 200 positions with 18 different state agencies spanning across multiple career categories. We hope you find one (or two, or five!) aligned with your career and education goals. Here are some tips to help you along in your application process:

- 1.) Use the Table of Contents to find internship titles that may interest you! Or use CTRL+F to search keywords of specific internships you are looking for. Focus on the title of the internship and not necessarily the state agency where it works. An expansive variety of work is conducted in every agency!
- 2.) The position number and working title of the position is listed in large letters at the top of the posting and the top right header of the page. You will refer to this position number and title when applying for your position(s).
- 3.) ****Pay attention to the "Preferred Knowledge, Skills, & Abilities (KSA's)" of the positions you are interested in. Copy and paste these KSA's into a separate document as you gather the positions you wish to apply to. You will speak to your experience in those KSA's as part of your application. You will also need to copy and paste the duties of the positions you are interested in.**
- 4.) **Remember to pay attention to whether the position is Remote Work Eligible. Remote work positions will allow you to conduct some or all the duties from home or another approved location!**
- 5.) You can apply to up to five different opportunities through your single application. You only need to upload one resume for your application.
- 6.) Positions will last for up to 12 weeks, unless otherwise noted. Start and end dates of most positions are flexible! Most positions will end by early or mid-August.

Finally, remember that the deadline to submit your application this year is **February 20, 2023**. We are excited to receive your applications and are available to help with any questions or issues you may have during the application process. Please do not hesitate to email us at doadpmbel@wisconsin.gov should you require any assistance with your application.

All the best,

Bureau of Equity & Inclusion
Bureau of Merit Recruitment and Selection

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Position 370115: Water Supply Specialist

Position 370116: Water Supply Specialist

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Administrative Policy Internships

Position 435127: Administrative Assistant

DHS; Division: Office of the Inspector General

Remote Work: Yes (5 days)

Pay Range: \$15.25 - \$16

Location: Remote

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: This position will provide administrative assistance and assist with fraud complaints. Duties include assisting with establishing data analytics to help identify fraud trends and potential fraud. The intern will assist with creating external communication to include state contact information and other valuable resources for fraud related activities. Additionally, the position will assist with the preparation of Administrative Hearing packets, following state and federal policy and regulations and will coordinate mailing warning letters, organizing files and compiling contact lists.

Requested Knowledge, Skills, and Abilities:

- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to seek and interpret state and federal rules and apply them accordingly.
- Attention to detail and follow through, including proper documentation.
- Strong written and verbal communication skills.
- Excellent computer skills and a strong understanding of Microsoft Office products.

Related areas or interest or study: Data Analysis

Position 435129: Policy and Legislative Affairs Intern

DHS; Division: Office of the Secretary

Remote Work: Yes (1-2 days)

Pay Range: \$17.25 - \$18

Location: Madison

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: The DHS Office of the Secretary (OS) is looking for intern capacity to support the legislative and policy teams. Interns to the OS will be asked to review/edit legislation and provide summaries, analysis and recommendations, assist with preparation, organization and administrative tasks related to external stakeholder engagement and event requests.

Requested Knowledge, Skills, and Abilities:

- Ability and interest to read long/dense or technical information and break it down for understanding and critical analysis.
- Ability and interest in a fast-paced working environment.
- Ability to work independently and is a self-starter.
- Knowledge and interest in the fields of communications, external affairs, health policy, and health legislation.
- Strong oral and written communication skills preferred.

Related areas or interest or study: Government Administration

Position 505104: Continuity of Operations Intern

DOA; Division: Enterprise Operations

Remote Work: Yes

Pay Range: \$20 - \$20

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: In this position this individual will work closely with the Agency Continuity of Operations Manager and under the direction of the Continuity of Government Director to review and make needed changes to the enterprise alerting system (RAVE), building emergency action plans, Sustainable Planner. The individual will also work closely with the Agency Continuity of Operations Manager on the development of agency wide COOP exercise. They will then with the help of the COOP team facilitate the exercise with members of the Department of Administration. Throughout the internship the individual will also be encouraged to participate in available on-line or in person trainings 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 of operations planning. Through these projects the intern may be given the opportunity to be exposed to other areas of DOA include Capitol Police, Risk Management, and Facilities.

Requested Knowledge, Skills, and Abilities:

Skills needed include a basic understanding of public administration or public policy, an interest in emergency management or business continuity, Interpersonal communications skills as well as basic understanding the Microsoft Office Suite.

Related areas or interest or study: Administrative Policy, Public Policy, Emergency Management, Business Continuity, Interpersonal Communications

Position 410125: Program & Policy Analyst

DOC; Division: Office of the Secretary-Reentry Unit

Remote Work: Yes

Pay Range: \$19.07 - \$19.07

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under the close supervision of the Evidence-Based Program Manager, this position will train and shadow permanent employees that the primary responsibility for the development and implementation of program initiatives in the Reentry Unit. The position will provide support in the coordination of technical assistance for county jail recidivism reduction projects and related contracted reentry programs. This position will be responsible for researching and understanding best practices for correctional programming interventions and will assist in the development of standard reporting for program outcome measures and creation of a database for program evaluations. The individual will also assist in the coordination of large-scale training programs. Finally, this position will be responsible for assisting in data/budget analysis and evaluation related to program outcomes.

Requested Knowledge, Skills, and Abilities:

Qualified applicants will have education and/or experience in correctional programming and policy with experience and/or education in conducting research and data analysis. Qualified applicants will further display an ability to communicate professionally both verbally and in writing with strong organizational and time-management skills.

Related areas or interest or study: Research; Data; Policy; Analysis; Program Management; Program Implementation

Position 455101: Equity, Inclusion, and Wellness Analyst Intern

DOJ; Division: AG/Front Office

Remote Work: Yes, but amount of time will depend on work assignments

Location: Madison, WI

Pay Range: \$18 - \$20

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Job Description and Duties: This position will provide support and assistance to the Equity, Inclusion & Wellness Director in efforts to identify disparities and barriers to equity, inclusion, and employee well-being. This position will aid in reviewing policies for disparate impact and barriers to inclusion, conducting trend analysis on data, and collaborating with other DOJ staff to perform needs assessments and workforce research.

Requested Knowledge, Skills, and Abilities:

The desired candidate will have background knowledge, experience, and/or training in diversity, equity, inclusion, and wellness principles. Experience facilitating projects, promoting diversity and wellness, and working with diverse populations. Knowledge of and experience with basic research principles, data collection techniques, and metric analysis.

Related areas or interest or study: Equity and Inclusion, Policy Development, Project Management

Position 370123: Planning Intern

DNR; Division: Internal Services

Remote Work: No

Pay Range: \$15 - \$18.5

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: 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. 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. 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:

- 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

Related areas or interest or study: Resource Management, Recreation Management, Landscape Architecture, Urban and Regional Planning, Environmental Biology, Geography.

Position 435123: Policy & Equity Specialist

DHS; Division: Division of Medicaid Services

Remote Work: Selected applicants may have a hybrid work arrangement out of any DHS state office building location or depending on the location of the selected candidate fully remote work may be available.

Location: Any DHS Regional Office

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: The Policy & Equity Specialist intern will:

- 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 and participate in committees and 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,

including member focused improvements, race and ethnicity demographic initiative, language and translation services for members, and others.

Requested Knowledge, Skills, and Abilities:

- Working towards degree in business, public administration, political science and other related majors.
- Ability to display high levels of respect and professionalism towards others.
- Strong 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.
- Strong 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 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.
- Strong oral and written communication skill
- 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.

Preferred:

- Knowledge of project management concepts.
- Knowledge of Medicaid policy law and regulation preferred but not required.

Related areas or interest or study: Communications; Healthcare Policy and Administration

Position 445103: DET Policy Associate

DWD; Division: Employment & Training

Remote Work: Yes

Pay Range: \$19.07 - \$24.82

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Job Description and Duties: Position would perform policy work related to Workforce Innovation and Opportunity Act (WIOA), the Council on Workforce Investment, Communications and a variety of other work within DET Bureaus /offices.

Requested Knowledge, Skills, and Abilities:

Excellent communications and writing skills. Ability to establish and meet multiple work deadlines. Ability to work independently.

Ability to analyze, plan, and coordinate on implementation of communications plans, major policies, and initiatives. Ability to

conduct surveys and focus groups and analyze data. Knowledge of database management concepts and data entry skills.

Knowledge of marketing and social media. Knowledge of MS Outlook and Word. Knowledge of communications, marketing

strategies, practices, and methodologies. Knowledge of program planning methods and techniques.

Related areas or interest or study: Administrative Policy; Communications; Marketing

Position 370125: Policy Specialist

DNR; Division: Fish, Wildlife, Parks

Remote Work: Yes

Pay Range: \$16 - \$17

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under the direction and supervision of Wisconsin Department of Natural Resources (DNR) Recreation Management staff, this position will assist in developing programmatic/policy and strategic initiatives related to the sustainable and equitable management of statewide outdoor recreation and public lands for the Wisconsin State Park System. General duties will include research, writing, database/record management, and geographic information system (GIS) map/data development. This position will provide an undergraduate or graduate student experience in outdoor recreation/parks/open space policy development and public-sector/ governmental administration.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

Academic coursework or previous professional employment experience related to any of the following:

- Outdoor recreation/parks/open space planning, policy development, or management
- Public-sector/governmental administration
- Geographic information systems (GIS) map/data development and maintenance
- Microsoft Office suite, including Excel and Power BI
- Adobe suite or similar graphic design software

Related areas or interest or study: Public Policy; GIS; Environmental Science, Civil Engineering

Position 435124: Policy Analyst

DHS; Division: Division of Medicaid Services

Remote Work: Selected applicants may have a hybrid work arrangement out of any DHS state office building location or depending on the location of the selected candidate fully remote work may be available.

Location: Any DHS Regional Office

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: This position will focus on the development of comprehensive written coverage policy for what constitutes appropriate clinical services reimbursable under BadgerCare for members who acquire a traumatic brain injury (TBI) and have care beyond the initial inpatient stay. The position will work closely with staff in bureaus and office across the Department of Health Services, included but not limited to: the Bureau of Clinical Policy and Pharmacy, Bureau of Benefits Policy, Bureau of Children's Services, Office of the Inspector General, and the Office of Legal Counsel.

Requested Knowledge, Skills, and Abilities:

- Ability to work independently as well as collaborate as part of a team.
- Effective written and oral communication skills.
- Ability to collect and analyze information to develop policies or informational documents

Preferred: Master's level student

Related areas or interest or study: Healthcare Administration

Position 435125: Policy Analyst

DHS; Division: Division of Medicaid Services

Remote Work: Selected applicants may have a hybrid work arrangement out of any DHS state office building location or depending on the location of the selected candidate fully remote work may be available.

Location: Any DHS Regional Office

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: This position will focus on the development of comprehensive written restraint policy for what constitutes appropriate clinical services reimbursable under BadgerCare. The position will work closely with staff in bureaus and office across the Department of Health Services, included but not limited to: the Bureau of Clinical Policy and Pharmacy, Bureau of Benefits Policy, Bureau of Children's Services, Office of the Inspector General, and the Office of Legal Counsel.

Requested Knowledge, Skills, and Abilities:

- Ability to work independently as well as collaborate as part of a team.
- Effective written and oral communication skills.
- Ability to collect and analyze information to develop policies or informational documents
- Knowledge of BadgerCare

Preferred: Master's level student

Related areas or interest or study: Healthcare Administration

Position 435126: Pharmacy Policy Analyst

DHS; Division: Division of Medicaid Services

Remote Work: Selected applicants may have a hybrid work arrangement out of any DHS state office building location or depending on the location of the selected candidate fully remote work may be available.

Location: Any DHS Regional Office

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: This position will focus on the development of comprehensive written coverage policy for what constitutes appropriate services reimbursable under WI Medicaid for home infusion services provided by a pharmacy or pharmacist provider. The position will work closely with staff in bureaus and office across the Department of Health Services, included but not limited to: the Bureau of Clinical Policy and Pharmacy, Bureau of Benefits Policy, Bureau of Children's Services, Office of the Inspector General, and the Office of Legal Counsel. The intern will work closely with the pharmacy section manager to conduct research, prepare summary and action plan from research.

Requested Knowledge, Skills, and Abilities:

- Knowledge of the principles, methods, practices, techniques and materials of pharmacy.
- Knowledge of federal and state laws and rules pertaining to the use of pharmaceuticals.
- Ability to explain and interpret pharmaceutical regulations clearly either verbally or in writing.
- Knowledge of investigation techniques, methods, and procedures
- Ability to develop guidelines for compliance and evaluate obtained results.
- Ability to effectively communicate operational deficiencies and recommend appropriate courses of action.

Preferred: At least a third year student of and accredited school of pharmacy.

Related areas or interest or study: Healthcare Administration

Position 445108: Regulatory Specialist

DWD; Division: Unemployment Insurance

Remote Work: Limited

Pay Range: \$19.5 - \$24

Location: Madison and/or
Menomonee Falls

Number of Hires: 2

County: Dane and/or Waukesha

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position will support the investigative activities of Bureau of Legal Affairs investigators in an internship role. The intern will accompany and assist investigators at construction worksites throughout the State of Wisconsin to determine if workers are properly classified as employees or independent contractors. The intern will observe and assist Bureau investigative staff in conducting criminal benefit fraud investigations. The intern will take notes of witness and suspect interviews and will prepare interview summaries, along with other written reports of investigative activities. The intern will enter data into the Bureau's investigative case management system and will retrieve documents from the Division's computer system in support of Bureau investigations. This position will involve a combination of work in the field, the office, and telework.

Requested Knowledge, Skills, and Abilities:

This position requires good verbal communication skills and the ability to communicate effectively with a wide variety of people. This position requires narrative report writing. Good writing skills are important. This position requires attention to detail and data entry skills. Extensive experience with Microsoft Word and some experience with Microsoft Excel is required. This position requires the analysis of data collected during investigations. This position also requires extensive travel within the State of Wisconsin, with some overnight travel possible.

Related areas or interest or study: Legal Writing; Communications

Position 445109: Auditor - Intern

DWD; Division: Unemployment Insurance

Remote Work: Yes

Pay Range: \$20 - \$24

Location: Madison, Milwaukee,
Appleton or Eau Claire

Number of Hires: 1

County: Dane, Milwaukee, Outagamie,
or Eau Claire

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The duties of the UI auditor intern would include learning the basics of auditing an employer for compliance with UI laws, regs, and Dept. of Labor (DOL) audit requirements for the field audit section. The intern would assist on audits, learn the field audit and the state UI system, and all the audit tests completed for an employer audit. The intern would also work with the section chief to assess potential candidates for audit and how prospective outcomes would impact the field audit section regarding the Effective Audit Measure performance measures set forth by the DOL for the field audit section. The intern would also assist with data analysis to track the section's performance.

Requested Knowledge, Skills, and Abilities:

The audit intern should have general knowledge of auditing concepts and basic accounting records. Organizational and effective communication skills are essential. Data analytical skills would be helpful. Working knowledge of various computer systems, programs, etc. is also a plus.

Related areas or interest or study: General Studies

Architecture, Construction, and Skilled Trades Internships

Position 370103: Facilities Repair Worker Advanced

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$16 - \$16

Location: Baraboo - Devils Lake State
Park

Number of Hires: 4

County: Sauk

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: These positions perform a combination of general maintenance and repair work to various building types and equipment, including but not limited to park buildings, electrical, plumbing, power tools and vehicles. Perform facility improvement projects by repairing windows, doors, screens, and walls. Perform minor repairs to water, electrical and heating systems. Perform carpentry, masonry, painting, electrical and plumbing tasks below the Journeyman level. Mow grass, pick up litter, clean public use areas and beaches. Haul garbage. Paint buildings, grills and picnic tables. Maintain restrooms, campfire rings and picnic grills. Remove trees and brush.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

Ability to work independently, be self-motivated and punctual. Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred Qualifications

Knowledge, skills and experience with general maintenance operations. Building and/or facility repair or maintenance experience. Ability to communicate effectively with co-workers and the public.

Related areas or interest or study: Landscape; Plumbing, Carpentry, Masonry

Position 505108: Architecture/Engineering/Construction Associate

DOA; Division: Facilities Development - Bureau of Architecture and Engineering

Remote Work: Yes

Location: Madison or Statewide

County: Dane or Statewide

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$20

Number of Hires: 2

Job Description and Duties: The position of Architecture/Engineering/Construction Associate will assist the Project Delivery, Engineering Technical Services, and/or the Construction Oversight Sections in the Bureau of Architecture and Engineering (BAE) with the management, delivery, and oversight of State of Wisconsin capital projects and implementation of the State of Wisconsin Building Program. Associate tasks may include, but are not limited to: acting as an assistant project manager to BAE full time staff; review of project plans, specifications and contract documents; conducting construction site visits to observe contractor activities and progress; preparation and review of meeting minutes; review and evaluation of contractor change orders; review and analysis of Computer Aided Design (CAD) drawings (3D and/or 2D) and manipulation of the drawings and model; and other miscellaneous tasks as needed to benefit the Bureau. The internship offers hands-on experience in building construction, architectural, and engineering services for university and state-owned buildings.

Requested Knowledge, Skills, and Abilities:

The applicant shall have general knowledge of construction practices and procedures. The applicant shall have good communication skills (written and verbal), interpersonal skills, and have the ability to work in a collaborative environment. The applicant shall be proficient in Microsoft Word, Microsoft Excel, and Microsoft Outlook. A well-qualified candidate will have experience working with Computer Aided Design (CAD) software (3D and/or 2D). A well-qualified applicant will have junior, senior or graduate student status in an architecture, engineering, or construction management program.

Related areas or interest or study: Architecture; Construction, STEM

Position 410113: HVAC/RSA

DOC; Division: DAI/Racine Youthful Offender Correctional Facility

Remote Work: No

Location: Racine

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$21.96 - \$21.96

Number of Hires: 2

Job Description and Duties: Under general supervision of the Buildings/Grounds Superintendent, this position will install, maintain, perform corrective and preventative maintenance, repair and modify heating, ventilating, air conditioning (HVAC) and refrigeration control systems and related mechanical and electrical equipment. This is a very complex facility, with varying HVAC equipment. Monitor, adjust, and modify heating, ventilating and air conditioning computerized digital control system to ensure proper environmental control and efficient operation, being responsible for the safe and efficient operation of such equipment. Work directly with the current HVACRSA staff in the Building and Grounds Department with routine maintenance and repair of HVAC and refrigeration control systems and other related equipment.

Requested Knowledge, Skills, and Abilities:

- Basic skills in motor repair, control systems, heating applications, cooling applications, refrigeration systems and ventilation. Enrolled in technical college or similar in an HVACR program or courses with the intent of earning a degree. Needs to be available weekdays 7-330 or similar shifts.
- Valid State of Wisconsin driver's license and eligibility to drive state vehicles.
- May possess EPA Refrigerant Handling License and ASOPE License but not required.
- High degree of mechanical aptitude. Knowledge of computerized HVAC systems, as well as mutual pneumatic, electrical and mechanical systems.
- Knowledge of operations, maintenance, and repair of electrical, plumbing, heating, refrigeration, air conditioning, and other mechanical systems and equipment commonly used in institution buildings.
- Initiative to work productively for sustained periods without supervision.

Related areas or interest or study: HVAC; Maintenance; Buildings and Grounds; RSA

Position 505112: Space Management Intern

DOA; Division: Facilities and Transportation Services - Bureau of Real Estate Management

Remote Work: No

Pay Range: \$15 - \$20

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20 - 40

Job Description and Duties: Field verification of existing occupied space in State Office Buildings, including photos and measurement. Conduct inventory of existing assets in State Office Buildings including furniture and equipment

Requested Knowledge, Skills, and Abilities:

- Pursuit of degree in Interior Architecture or Design, Architecture or Engineering preferred
- Ability to measure space
- MS Office: Excel, Word, Outlook, etc.

Related areas or interest or study: Architecture, Engineering, Interior Design

Business & Finance Internships

Position 435118: Auditor Intern

DHS; Division: Office of the Inspector General

Remote Work: Yes 100%

Pay Range: \$17.25 - \$18

Location: Remote/Statewide

Number of Hires: 1

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The intern will assist the Pharmacy Team and the Managed and Long-Term Care Team in the Office of the Inspector General 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 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, pharmacy audits, network provider audits, presenting at quarterly program integrity meetings, 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 conclusion.
- 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.

Related areas or interest or study: Auditing; Risk analysis; Data Analysis; Business & Finance

Position 370121: Financial Specialist

DNR; Division: Internal Services

Remote Work: Hybrid

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.05 - \$17.05

Number of Hires: 2

Job Description and Duties: The DNR Bureau of Finance is seeking summer interns to help with Financial processing of revenues and

expenditures. The positions will be up to 40 hours per week and may allow remote work, per the Department's teleworking policies. Work will vary and will include data entry, auditing, and answering inquiries.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Knowledge of financial principles and procedures which may include coursework taken, degrees earned, or direct experience performing financial duties.
- Accounts Payable education and/or experience.
- Account reconciliation education and/or experience.
- Preferred Qualifications
- -Experience using PeopleSoft ERP (or similar software system) for financial/accounting purposes.
- Auditing financial documents for accuracy, completeness, compliance, and/or approvals.

Related areas or interest or study: Business & Finance; Budgeting; Accounting

Position 505106: Gaming Revenue Auditor

DOA; Division: Gaming

Remote Work: Yes

Pay Range: \$23 - \$24

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position is part of 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. These payments fund the regulatory activities of the state Division of Gaming and other important tribal and state programs. The position is responsible for the review and analysis of tribal gaming revenue information submitted to the OIGRC Information Systems and casino financial documents and conducting annual audits of financial statements. Based on this review, the team and this position are responsible for determining revenue sharing payment amounts due to the state based upon percentages of revenue as required by the Compacts.

Requested Knowledge, Skills, and Abilities:

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

Related areas or interest or study: Business & Finance; Accounting

Position 505115: Financial Specialist - Business Partner Services

DOA; Division: Executive Budget and Finance

Remote Work: Some

Location: Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 20

Pay Range: \$20.46 - \$20.46

Number of Hires: 1

Job Description and Duties:

- Provide technical assistance and customer service to agency partners across the enterprise.
- Add new suppliers and customers into the PeopleSoft Financial System.
- Make changes to existing suppliers and customers within People Soft system.
- Assist with the training of additional data specialists and agency staff
- Other duties as assigned

Requested Knowledge, Skills, and Abilities:

- Training or experience of accounting practices, principles and techniques.
- Training or experience of management information systems and general information technology processing methods
- Experience in working with accounting software (e.g. STAR/PeopleSoft, or similar)Reliable.
- Ability to ask questions when unsure of a situation.
- Demonstrates problem solving ability.
- Demonstrate the ability to use Microsoft Excel, Access and Microsoft Word software packages

Related areas or interest or study: Finance; Accounting; Supply Chain; Business Management

Position 505116: Financial Specialist - Central Payroll

DOA; Division: Executive Budget and Finance

Remote Work: Some

Pay Range: \$20.46 - \$20.46

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 20

Job Description and Duties: Assist permanent Central Payroll staff with various duties that could include the following items. Perform prior fiscal year timesheet adjustments, run and distribute certain post-confirm and other payroll reports, manage annual update project for signature vouchers, assist with records retention duties for payroll & wage action documents, and assist with our quarterly social security number validation process. This position might also help us research various payroll laws and update our documentation to reflect changes to those laws, and might participate in payroll system testing for quarterly tax updates and other system changes (keying certain transactions, recording results, etc.). Additional or alternate duties may be assigned by the Central Payroll Section Chief based on the needs of the section.

Requested Knowledge, Skills, and Abilities:

Effective and professional written and verbal communication skills, ability to handle confidential information appropriately, effective organizational and time management skills, ability to review and validate report information, ability to perform with a high level of accuracy, familiarity and skill using Windows operating system and software tools such as Microsoft Outlook, Excel, and Word.

Related areas or interest or study: Finance; Accounting; Business Management

Position 505117: Financial Specialist - Treasury

DOA; Division: Executive Budget and Finance

Remote Work: Some

Pay Range: \$20.46 - \$20.46

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 20

Job Description and Duties:

- Assisting the Treasury Services Manager in tracking and setting up credit card operations and bank accounts, viewing and monitoring credit card and banking activity, preparing and filing paperwork related to credit card and bank account activity and updating and documenting procedures related to credit card and banking activities.
- Assisting the Treasury Service Local Government Investment Pool team with posting both LGIP deposits and withdrawals into the PeopleSoft STAR system using the Accounts Receivable, the Accounts Payable and the General Ledger Modules.
- Assisting the Treasury Services federal draw team with posting federal ACH deposits into the PeopleSoft STAR system using Accounts Receivable Online Payment module.
- Other State Controller Office duties, including organizing, filing, and maintaining financial and banking reports, financial supporting paperwork, banking forms and using various access databases for tracking and documentation.

Requested Knowledge, Skills, and Abilities:

- Reliable. Must report to work when expected and available to work during agreed upon hours.
- Work in the office at least two days a week.
- Ability to ask questions when unsure of a situation.
- Demonstrates problem solving ability.
- Ability to accomplish job responsibilities while maintaining high level of quality, integrity, and pride.

- Ability to work independently as well as with a team.
- Strong human relations skills, including the ability to develop and maintain effective working relationships with a diversity of people.
- Excellent verbal and written communication skills
- Knowledge or the ability to learn the State accounting code structure.
- Demonstrate the ability to use Microsoft Excel, Access and Microsoft Word software packages.
- When applicable, able to work remote based on work duties assigned.

Related areas or interest or study: Finance; Accounting; Business Management

Position 255102: Financial Specialist

DPI; Division: Division for Finance & Management / Business Services
Team

Remote Work: Yes, 100% remote
except for the first day
Location: Madison, WI

Pay Range: \$17.05 - \$17.05

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Accounts Payable, Expense report processing,
Inventory duties.

The intern will be trained in basic accounting functions, career options discussed,
and person will get valuable experience in the accounting field.

Requested Knowledge, Skills, and Abilities:

Knowledge of Accounting Principles and Practices, Proficient in Microsoft Excel

Related areas or interest or study: Business & Finance, Accounting

Position 145101: Insurance Financial Examiner

OCI; Division: Financial Regulation/Company Licensing & Analytics

Remote Work: Yes, subject to the
AWP/Telecommuting policy
Location: Madison, WI

Pay Range: \$22 - \$25

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties:

- Review Employee Benefit Plan Administrator (EBPA) financial statements for going concern and unfavorable trends and results
- Review and analysis of Miscellaneous insurer license applications, including applications for Property Service Contract Providers, Vehicle
- Protection Products, Warranty Plans, and Motor Clubs
- Review and analysis of non-complex, Non-domestic insurance company licensing applications
- Perform review of Non-domestic insurance company examination reports
- Perform analysis on Continuing Care Retirement Community financial statements

Requested Knowledge, Skills, and Abilities:

- Knowledge of insurance statutory accounting principles and/or generally accepted accounting principles (GAAP)
- Knowledge of GAAP basis financial statements
- Understanding of insurance terms and principles
- Skilled in Microsoft Word and Excel
- Auditing and financial analysis skills

- Ability to speak, write, interact with others, and comprehend complex written material

Related areas or interest or study: Insurance, Business, Finance, Accounting

Position 145103: Wisconsin Healthcare Stability Plan Analyst

OCI; Division: Commissioner's Unit

Remote Work: Yes, subject to the AWP/Telecommuting policy

Location: Madison, WI

Pay Range: \$19 - \$21

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties:

- Work with the WIHSP Administrator to define a process for reviewing and summarizing insurer data collected under the Wisconsin Healthcare
- Stability Plan (WIHSP), a \$230 million state reinsurance program. In particular, analyze data insurers submit related to the most common and
- costly conditions, as well as the most common and costly prescription drug claims offset by WIHSP. The intern will prepare a report that
- summarizes the data and identifies trends across insurer high cost conditions/drugs. The report will identify the cost impact those
- conditions/drugs have on the program and whether the insurers have a care management plan in place for those conditions. Depending on other
- work demands on the Administrator, the intern may help with tasks related to the WIHSP audit process.

Requested Knowledge, Skills, and Abilities:

- Excel and Word (or similar) Knowledge; strong written and oral communication skills.
- Ability to analyze data and articulate in writing and through data visualizations what the data shows. The conditions and prescription drug data is already aggregated showing as a list of top conditions and prescription drug names submitted by each insurer along with the total

claim amounts incurred. The intern should have the ability to help compare the information across insurers' data submissions and work with the Administrator to identify what the data is telling OCI about WIHSP claims.

Related areas or interest or study: Data Analysis, Technical Writing, Insurance

Position 155102: Office Support Specialist

PSC; Division: Division of Business Operations and Office Management

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 30

Pay Range: \$15 - \$15

Number of Hires: 1

Job Description and Duties: This position would support DBOM by reviewing, upon assignment and by project, division materials, Diversity Equity and Inclusion plan, and other agency resources. The Office Support Specialist will review agency resources, check links and make suggestions for updates to resources to improve communication, assist with updating content, or increase relevancy of format for the agency's DEI plan. This position would also assist with the Public Service Commission's (PSC) financial operations. The PSC's Bureau of Financial Services (BFS) is responsible for day-to-day operations of the agency, including revenue and expenditure processing, utility assessments, budgeting, procurement, and fiscal management for federal and state grants. Assigned tasks will vary depending on the selected applicant's skills and interests.

Requested Knowledge, Skills, and Abilities:

1. Demonstrated experience developing Microsoft Excel spreadsheets
2. Ability to analyze complex information in a logical manner to reach independent conclusions
3. Interest or experience in financial services or auditing
4. Excellent verbal and written communication skills
5. Good organizational skills
6. Interest in Equity and Inclusion in State Agencies

Related areas or interest or study: Diversity, Equity and Inclusion, Office operations, finance,

Position 435117: Auditor Intern

DHS; Division: Office of the Inspector General

Remote Work: Yes 100%

Pay Range: \$17.25 - \$18

Location: Remote/Statewide

Number of Hires: 1

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The audit intern will provide assistance on numerous projects within the Internal Audit Section, including audits, investigations, risk assessments, research, database management, developing resource materials, and compiling manuals in accordance with Standards for the Professional Practice of Internal Auditing (SPPIA). The duties may include performing selected assignments such as internal audits, consulting engagements or fraud investigations performed by the Internal Audit Section; assisting in department risk assessment, assisting in developing Internal Audit Section materials, guidance, and manuals in accordance with industry standards and best practices; and assisting in developing scripts for computer-assisted auditing techniques (CAATS) to be used in the analysis of data and sample selection during audits.

Requested Knowledge, Skills, and Abilities:

- Knowledge of auditing standards and accounting principles generally accepted in the United States.
- Ability to research and evaluate audit and other financial management information in laws, regulations, industry journals, and professional publications and standards.
- Ability to effectively communicate, both orally and in writing, on results of assignments.
- Ability to work effectively as a member of a team.
- Ability to use Microsoft Office Suite programs.

Related areas or interest or study: Auditing; Risk analysis; data analysis

Position 566101: Data Utilization Support

DOR; Division: IS&E/Compliance

Remote Work: up to 50%

Location: Madison, WI

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30+

Pay Range: \$18 - \$18

Number of Hires: 1

Job Description and Duties: The Compliance Bureau Data Analysis and Utilization Intern will support Bureau Management by identifying sources of data that are available to the Bureau and analyze the usefulness and utilization of available data to drive decisions. This data analyst will develop recommendations to better utilize data to guide decisions on workload prioritization and will partner with staff to develop effective data visualization for bureau reports and forecasting. The data analyst will develop prescriptive analytical models to identify the most effective and efficient courses of action on individual cases or stratified case types. The position will also identify improvements to monthly reporting processes to streamline preparation and improve interpretability. Working alongside the bureau's Program and Policy Analyst, IS Business Analysts, and management team, this position will study trends in monthly and annual data to develop forecasting models. This data analyst will also examine variations and outliers in data and work with managers and staff to identify potential causes or explanations for such variations.

Requested Knowledge, Skills, and Abilities:

- Effective communication skills to share complex or technical information to a non-technical audience
- Computer skills including Microsoft Office Products and Data Visualization software
- Mathematical skills
- Collaboration skills, specifically to understand data sources, data, and its application
- Organizational skills, including the ability to prioritize work and multitask
- Attention to detail

- Knowledge of data analysis, including descriptive and prescriptive analytics models

Related areas or interest or study: Data Analysis, Business & Finance, STEM

Position 566102: Call Center Analyst Intern

DOR; Division: IS Business Automation Analyst

Remote Work: up to 50%

Location: Madison, WI

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20+

Pay Range: \$19.07 - \$19.07

Number of Hires: 1

Job Description and Duties: The Customer Service Bureau IS Business Automation Analyst Intern will support Bureau Management by identifying sources of data that are available to the Bureau and analyze the usefulness and utilization of available data to drive decisions. This data analyst will develop recommendations to better utilize data to guide decisions on workload prioritization and will partner with staff to develop effective data visualization for bureau reports and forecasting. The analyst will develop prescriptive analytical models to identify the most effective and efficient courses of action on individual cases or stratified case types. The position will also identify improvements to monthly reporting processes to streamline preparation and improve interpret-ability. Working alongside the bureau's IS Business Automation Specialist and Bureau Management this position will study trends in monthly and annual data to develop forecasting models. This data analyst will also examine variations and outliers in data and work with managers and staff to identify potential causes or explanations for such variations.

Requested Knowledge, Skills, and Abilities:

- Effective communication skills to share complex or technical information to a non-technical audience
- Computer skills including Microsoft Office Products and Data Visualization software
- Mathematical skills
- Collaboration skills, specifically to understand data sources, data, and its application
- Organizational skills, including the ability to prioritize work and multitask
- Attention to detail
- Knowledge of data analysis, including descriptive and prescriptive analytics models

Related areas or interest or study: STEM, Business & Finance, Math, Data Analysis,

Position 505111: Leasing Intern

DOA; Division: Facilities and Transportation Services - Bureau of Real Estate Management

Remote Work: Some

Pay Range: \$15 - \$22

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20 - 40

Job Description and Duties:

- Support the Real Estate/Leasing team by conducting market searches of available properties as requested
- Participate in lease coordination meetings with agency coordinators
- Prepare and send renewal correspondence memos to agency coordinators

Requested Knowledge, Skills, and Abilities:

- MS Office Suite: Excel, Word, Outlook, etc.
- Pursuit of degree in Business Administration or similar
- Basic skill in written and verbal communication

Related areas or interest or study: General Studies; Real Estate; Marketing; Communication; Business

Position 515102: Technical Writer

ETF; Division: Division of Retirement Services/Employer Services
Section/Insurance Unit

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$22

Number of Hires: 1

Job Description and Duties: An intern in this position would be responsible for updating our existing employer resources by adding plain language explanations, diagrams, and new information as needed. The intern would be able to choose from a variety of subjects to explore, including health insurance, sick leave, employer website experience. The intern would use LEAN or Business Process Management techniques to study the subject and update resources to meet best practices. We would teach them these techniques.

Requested Knowledge, Skills, and Abilities:

Business writing skills and knowledge of Microsoft office products. Knowledge of process improvement techniques and training would also be helpful. An interest in public policy and public management.

Related areas or interest or study: English, Technical Writing

Position 410103: Business Office Inmate Accounts

DOC; Division: Division of Adult Institutions

Remote Work: Hybrid - remote 1 day
per week

Location: Oshkosh

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20.46 - \$20.46

Number of Hires: 2

Job Description and Duties: Performance of a wide range of PIOC account transactions, providing accurate and timely transactions posted to individual PIOC accounts. Provision of communications, filing and correspondence, assuring compliance with Division of Adult Institution (DAI) Policies, Wisconsin State Statutes, Wisconsin Administrative Code and Institution Policies and Procedures. Provide primary assistance in processing PIOC canteen orders.

Disbursement of PIOC and institution cash funds. Assistance in the management of PIOC indigent legal loans and PIOC general loans following established institution procedures and in compliance with DAI Policy 309.51.01.

Requested Knowledge, Skills, and Abilities:

1. Knowledge of accounting and auditing principles and procedures.
2. Knowledge of financial management principles and practices.
3. Knowledge of cash control policies and procedures.
4. Knowledge of account reconciliation policies and procedures.
5. Knowledge of general office practices.
6. Effective oral, written and interpersonal communication skills and abilities.
7. Knowledge of basic mathematical techniques including, business math, percentages, ratios and averages.
8. Knowledge and ability to use all common office machines including calculator, computers/printers and MFD's (multi-functional device).
9. Ability to type and key with accuracy, speed and minimal errors.

10. Ability to work accurately and rapidly with figures.
11. Ability to communicate with the general public, PIOCs, institution and DOC staff.
12. Knowledge of the Wisconsin Integrated Corrections System (WICS).
13. Working knowledge of software packages and other computer usages and applications to include Microsoft Office products, internet, PeopleSoft, and DOC systems/databases, word processing, excel spreadsheets, electronic mail, etc.
14. Knowledge of DAI and institution policies, procedures and operations.
15. Knowledge of Wisconsin Administrative Code and Wisconsin State Statutes.

Related areas or interest or study: Finance; accounting; communications; loans

Position 505102: Data Management Specialist

DOA; Division: Enterprise Operations - Supplier Diversity

Remote Work: Yes

Pay Range: \$15 - \$18

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties:

- Tabulate, compile, and enter diverse spend data into monthly spreadsheets for State agencies and UW campuses
- Communicate with State agencies and UW campuses about their diverse spend data
- Validate diverse spend data received from State agencies and UW campuses for eligibility
- Generate monthly reports on diverse spend

Requested Knowledge, Skills, and Abilities:

Candidate should:

- Have experience using spreadsheets to enter, analyze and/or tabulate data
- Have excellent oral and written communication skills as well as customer service experience
- Work well independently or in groups
- Pay attention to detail

Related areas or interest or study: Business & Finance; Budgeting; Accounting; Data Analysis

Position 505113: Capital Budget and Data Internship

DOA; Division: Facilities Development

Remote Work: Yes

Location: Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30 - 40

Pay Range: \$16.71 - \$16.71

Number of Hires: 1

Job Description and Duties:

- Research GIS tools and applications for mapping projects in the State Building program.
- Support Bureau with developing data visualization and dashboard tools that will be used to communicate the status of projects funded in the State's

Capital Budget.

- Support the Bureau's process improvement goals by researching and developing implementation recommendations for data solutions for the biennial

budget process.

- Work with staff within the Bureau to automate monthly reports and develop tracking tools to monitor major projects in the State Building program.

Requested Knowledge, Skills, and Abilities:

The ideal candidates for this opportunity will:

- Demonstrate an interest in public policy, state government, and public service.
- Have strong communication, research, and analytical skills.
- Have the ability to analyze, manipulate, and interpret data
- Demonstrate the ability to complete projects independently and meet the project milestones and deliverables.

The ideal candidates for this opportunity are students pursuing a degree in Public Policy/Affairs, Economics, Statistics, Computer Science, or Business.

Preferred, but not required, skills include:

- Experience working with GIS and data systems
- Experience working with Sequel, Python, R, Power BI or similar systems

Related areas or interest or study: Business; Finance; Accounting; Information Technology

Communications & Marketing Internships

Position 435102: Hmong Outreach Improvement & Support Specialist

DHS; Division: Division of Medicaid Services

Remote Work: Yes (3 days per week)

Pay Range: \$17.75 - \$18.5

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: This intern will work on efforts to improve communications policies and processes focused on reaching Wisconsin's Hmong community. During their internship, the intern will:

- Evaluate the current condition of English-to-Hmong translations of public-facing items produced by Division of Medicaid Services (DMS) Communications Team for "plain language" and understandability, with attention to context.
- Recommend additions to English-to-Hmong glossary sheet (<https://www.dhs.wisconsin.gov/library/p-02318.htm>) for use by DHS' contracted translation service.
- Make recommendations to DMS Communications Team on how to improve communications of complex concepts to members of our programs who are Hmong speakers/readers.

Requested Knowledge, Skills, and Abilities:

Required: Bilingual in English and Hmong, which will be verified through a language assessment prior to hire.

- Knowledgeable about cultural considerations in the Hmong community.
- Possess experience, background, or demonstrated interest in facilitating communication.

Related areas or interest or study: Communications; Hmong Language Studies; Cultural Studies; Marketing; Administrative Policy

Position 435128: Communications and External Affairs Intern

DHS; Division: Office of the Secretary

Remote Work: Yes (1-2 days)

Pay Range: \$17.25 - \$18

Location: Madison

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: The DHS Office of the Secretary (OS) is looking for intern capacity to support the communications and external affairs teams. Interns to the OS will be asked to review/edit press releases, provide support to the ongoing website project improvement efforts by reviewing and editing intranet content to ensure plain language across the agency, review external communications analysis and recommendations, assist with preparation, organization, and administrative tasks related to external stakeholder engagement and event requests.

Requested Knowledge, Skills, and Abilities:

- Ability and interest to read long/dense or technical information and break it down for understanding and critical analysis.
- Ability and interest in a fast-paced working environment.
- Ability to work independently and is a self-starter.
- Knowledge and interest in the fields of communications, external affairs, health policy, and health legislation.
- Strong oral and written communication skills preferred.

Related areas or interest or study: Communications; Marketing

Position 435139: Communications Specialist

DHS; Division: Division of Enterprise Services

Remote Work: Yes (3 days)

Pay Range: \$17.25 - \$18

Location: Any DHS Regional Office

Number of Hires: 1

County: Statewide

An () indicates the position is 100% remote*

Expected Hours Per Week: 15-20

Job Description and Duties: The Communications Specialist intern will educate and advise internal Department of Health Services staff on topics of interest. The intern will also work with content management systems and learn how to use them effectively.

Requested Knowledge, Skills, and Abilities:

- Ability to use Microsoft Office Suite
- Ability to learn a content management system
- Skill in research, writing, and development of stories and communication plans.
- Ability to edit for clarity and consistency both in writing and in reviewing content within a content management system.

Related areas or interest or study: Communications; Market Research

Position 566104: Communications Specialist

DOR; Division: State and Local Finance/Communications and Outreach

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$18 - \$18

Number of Hires: 1

Job Description and Duties: • Assist with creating internal and external communications, including content development and publication

- Complete research projects, using internal and external data
- Other administrative tasks, as assigned

Requested Knowledge, Skills, and Abilities:

- Computer skills, including Microsoft Office, Adobe Creative Suite and SharePoint
- Familiar with social media platforms (Twitter, Facebook, LinkedIn and YouTube)
- Research skills
- Effective verbal and written communication skills
- Ability to summarize data and information

Related areas or interest or study: General Studies, Communication and Marketing, Project Management, Social Media

Position 566105: Communications Intern

DOR; Division:

Remote Work: Yes

Pay Range: \$15 - \$15

Location: Madison, WI

Number of Hires: 2

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Updating media list, drafting letters and press releases.

Requested Knowledge, Skills, and Abilities:

Excellent communication, drafting and social media

Related areas or interest or study: Communication & Marketing, Social Media

Position 145102: Content Creator

OCI; Division: Public Affairs

Remote Work: Hybrid - Remote work allowed up to three days
Location: Madison, WI

Pay Range: \$17 - \$19

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position will work within the Public Affairs Division in the Commissioner's Unit and assist with the education of Wisconsin consumers regarding insurance products, consumer rights, and consumer protections. This position will support the work of our other Communications Specialists and Communications Specialist- Adv to create community education materials and information. This position will help develop videos and other content for use on social media platforms and our website. This position will support OCI efforts to increase health insurance literacy, financial literacy, and consumer understanding of insurance options that may support their families, businesses, and communities.

- Collaborate with communications team to film and edit video footage
- Capture video footage of OCI staff working, conducting outreach, providing testimonials, and sharing insurance information
- Coordinate with the communications team to identify consumers or industry stakeholders and film their testimonials related to insurance
- Support OCI's storytelling efforts through research, development, and content creation
- Capture photographs and videos to be used in content that shares information about insurance and insurance regulation

Requested Knowledge, Skills, and Abilities:

- Experience using a camera for photography and videography.

- Skills working independently, within a team, and with a variety of stakeholders.
- Ability to organize work to meet program deadlines, while working on numerous tasks at the same time.
- Detail oriented with strong organizational and management skills.
- Strong interpersonal communication and writing skills.
- Working knowledge of computer software including Microsoft suite, e.g., Word, Excel, PowerPoint.
- Experience in photo and/or video editing
- Experience using graphic design tools such as Canva, Adobe Spark, or the Adobe Creative Suite to create video and photography content

Related areas or interest or study: Social Media, Video, Photography, Communications

Position 445104: DVR Communications Specialist

DWD; Division: Vocational Rehab

Remote Work: Yes

Pay Range: \$17 - \$20

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 15 - 20

Job Description and Duties: Working with the Division of Vocational Rehabilitation's (DVR) Communication and Policy Advisor, prepare background materials, talking points, lead staff memos, and draft press releases for multiple events throughout the state honoring businesses who hire people with disabilities as part of National Disability Employment Awareness Month. Assist in other areas of DVR communications as needed. Examples may include draft press releases on DVR consumer success stories, creation or modification of DVR brochures, or responsibilities for portions of DVR's Outreach Plan designed to increase awareness of DVR services for individuals with disabilities as well as increase awareness of services DVR can provide to businesses related to disability accommodation training and resources to assist them in finding workers with the skills and education they need for their workforce.

Requested Knowledge, Skills, and Abilities:

Communications related experience in a business or educational setting. Experience handling multiple tasks simultaneously and completing them by established deadlines. Ability to work independently. Interest in promoting successes of individuals with disabilities in the workplace. Proficient in MicroSoft Word and Excel.

Related areas or interest or study: Communication & Marketing, Business; Health and human Services

Position 115109: Marketing Support Intern

DATCP; Division: Marketing & Outreach Center

Remote Work: Yes - Hybrid 60%
Location: 2811 Agriculture Drive,
Madison

Pay Range: \$15 - \$17.5

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Intern would provide marketing support for two marketing programs in the Division of Agricultural Development that promote Wisconsin agriculture:

1) Something Special from Wisconsin: the intern will work with Wisconsin food and agribusinesses on renewing annual memberships as well as recruitment of new members. They will assist with social media, website updates, and development of other marketing tactics to promote the made-in-Wisconsin branded program. 2) Alice in Dairyland: in this program supporting the 75th Alice in Dairyland, a full time public relations spokesperson for Wisconsin agriculture, the intern will assist in creation of videos, articles and other content used in digital and social media; marketing campaign development and implementation, event planning, website updating, drafting media releases, and any other marketing coordination duties as assigned.

Requested Knowledge, Skills, and Abilities:

Basic knowledge in marketing or communications. Good writing and communication ability, and excellent organizational skills. Experience with event coordination also is desirable. Experience working with multiple computer applications (i.e., Microsoft Office, Adobe Creative Suite, SharePoint, InDesign, etc.). Familiarity with multiple social media platforms (i.e., Facebook, Instagram, Twitter, YouTube, etc.) as well as website maintenance.

Knowledge of agriculture or food industry preferred but not required

Related areas or interest or study: Marketing; Sociology; Communications; Business

Position 445106: Communications Specialist

DWD; Division: Equal Rights Division

Remote Work: Yes - up to 4 days per week

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$15.3 - \$0

Number of Hires: 1

Job Description and Duties: Be part of a purpose-driven team that helps make Wisconsin a fair and just place for all people to live and work, while growing skills that will make you a strong communications professional. You will work closely with the Senior Communications Specialist and other Division staff to:

- A. Help advance the ERD's and DWD's missions through deliberate and strategic communication.
- B. Create, proofread, and edit outreach and education content for social media, video, the ERD web page, and other communications platforms on ERD services and the civil rights and labor standards laws we administer.
- C. Support and participate in division, communications team, and project team meetings, outreach activities (including press events), and employee engagement events.
- D. Maintain shared libraries, manage production calendars (ex. for newsletters, 60-second videos, social media, etc.), and help coordinate activities of contributors, approvers, and other stakeholders.
- E. Identify, collect, and analyze metrics to facilitate evidence-based decision making and continuous improvement of our communications strategies.
- F. Contribute to and learn from a dedicated, knowledgeable, and supportive team that makes a difference.

Requested Knowledge, Skills, and Abilities:

* Excellent written skills, including proofreading and editing, and oral communication skills

- * Strong focus on quality and attention to detail
- * Strong organizational and time management skills, including an ability to work on multiple projects and adapt to changing priorities
- * A good balance of creative problem solving and critical thinking
- * Ability to maintain confidentiality and exercise good judgment
- * Ability to build and maintain effective working relationships with a diverse range of individuals, including senior leaders and public stakeholders
- * Working knowledge of Microsoft/Office 365 applications including, Outlook, Word, Excel, PowerPoint, and Teams or other collaborative platform
- * Experience and passion for working with diverse communities, including historically marginalized communities, and for protecting workers rights
- * Spanish fluency (written and oral) a plus

Related areas or interest or study: General Studies; Law; Employment Law; Education; Marketing; Communication

Position 410124: Communications Specialist - Intranet Manager

DOC; Division: Office of the Secretary; Office of Public Affairs

Remote Work: Up to 24 hours

Pay Range: \$15.03 - \$15.03

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Manage intranet and/or lead a project to work with IT to build a new intranet. The position will be responsible for overall visual design, site navigation, site content, engagement and training of users and oversight of the technology.

Additionally will work on stakeholder engagement to write internal and external messages, emails, newsletters, etc.

Requested Knowledge, Skills, and Abilities:

Professional level writing; Excellent organizational and project coordination skills; Experience doing research and using data to inform decision-making; Ability to work well under pressure and balance more than one project at a time; Ability to use word processing software such as PowerPoint and Excel.

(See full list in PD)

Related areas or interest or study: Marketing; Design; Webpages; Communications

Education Internships

Position 255101: Youth Engagement Intern

DPI; Division: Office of the State Superintendent / Operations, Partnerships, and Innovation Team

Remote Work: Yes, except for first day

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$19.07

Number of Hires: 1

Job Description and Duties: Assist in developing, planning, promoting, and monitoring youth engagement opportunities.

- Assist in developing, planning, and promoting a youth engagement survey.
- Collaborate with young people (middle and high school students) and community-based youth organizations.

The intern will have regular meetings with the supervisor, a mentor, creating a professional plan, network, and work on statewide initiatives.

Requested Knowledge, Skills, and Abilities:

- Knowledge of youth engagement concepts, community-based youth organizations, K-12 education.
- Skills include email communication; use Microsoft Office and Google Suite tools; small-group facilitation; scheduling, planning, and facilitating meetings; design surveys and questions for focus groups; compile and visually represent data.
- Ability to work with people with diverse backgrounds, e.g., age, race, gender, geographical location; speak with people in a variety of formats, e.g. face-to-face, small group, large-group presentations; schedule, plan, and facilitate meetings; travel to locations around the state including possible overnight stay;
- Skill in improving educational pipeline and working with young people.

Related areas or interest or study: Youth support, Communication, Equity and Inclusion, Education

Position 255103: Farm to School Professional Development Intern

DPI; Division: Division for Finance & Management / School Nutrition Team

Remote Work: Yes, 100% remote except for the first day

Location: Madison, WI

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 15-20

Pay Range: \$24.82 - \$24.82

Number of Hires: 1

Job Description and Duties: Assist in developing, planning, promoting and monitoring training opportunities for school nutrition professionals to implement farm to school concepts, programs and activities in their schools. Intern will benefit from large team with many subteams to engage with including training team, team nutrition, AmeriCorps Farm to School program, and school nutrition team farm to school specialists. Inclusive and cooperative decision making happens through open discussion with management; all staff insights are considered.

Requested Knowledge, Skills, and Abilities:

Knowledge: concept of professional development, concept of farm to school programs, awareness of learning styles, concept of learning objectives, awareness of USDA Child Nutrition programs.

Skills: email communication, information organization in spreadsheets, advance planning, goal setting-action planning, motivational skills, experience using Microsoft Office Suite.

Abilities: speaking in small groups via video conference and in-person, time management to complete tasks within a team project, travel to locations around the state including possible overnight stay, potentially work in outdoor environments such as school gardens and in school kitchens.

Related areas or interest or study: Education, Nutrition

Position 370104: Natural Resource Educator

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$15 - \$15

Location: Milwaukee - Havenwoods
Nature Preserve

Number of Hires: 1

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 24

Job Description and Duties: This position provides 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.

Requested Knowledge, Skills, and Abilities:

Minimum

Ability to communicate effectively with co-workers and the public

- Vast knowledge of Wisconsin's Natural Resources including the state's recreation opportunities, environment

and wildlife

- Ability to work independently, be self-motivated and punctual

- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred

Fluency in second language preferred but not required

- Prior experience working with children

Related areas or interest or study: Environmental Science, General Studies,
Education

Position 370105: Natural Resource Educator

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$15 - \$15

Location: Milwaukee - Lakeshore
State Park

Number of Hires: 1

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 32

Job Description and Duties: This position provides 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.

Requested Knowledge, Skills, and Abilities:

Minimum

- Ability to communicate effectively with co-workers and the public
- Vast knowledge of Wisconsin's Natural Resources including the state's recreation opportunities, environment and wildlife
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred

- Fluency in second language preferred but not required
- Prior experience working with children

Related areas or interest or study: Environmental Science, General Studies, Education

Position 370106: Natural Resource Educator

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$14 - \$16

Location: Sturgeon Bay

Number of Hires: 1

County: Door

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position provides 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. **On-site rental housing available at cost to intern

Requested Knowledge, Skills, and Abilities:

- Ability to communicate effectively with co-workers and the public
- Vast knowledge of Wisconsin's Natural Resources including the state's recreation opportunities, environment and wildlife
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Related areas or interest or study: Environmental Science, General Studies, Education

Position 410101: Staff Development Specialist - Trainer

DOC; Division: DMS/Bureau of Training & Staff Development

Remote Work: Hybrid -up to two days
per week when workload supports it

Location: Madison

Pay Range: \$19.07 - \$19.07

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under the close supervision direction of the Staff Development Program Director, this position will be trained and will shadow staff in permanent positions responsible for the development and delivery of training within the Department of Corrections. Responsibilities include assisting with the provision of curriculum development, presentation, coordination and evaluation of variety of training programs, including mandatory training programs, training academies, and on-demand staff development training. The Staff Development Program Specialist shall comply with the Department's administrative rules and the agency's policies and procedures including those related to the Department's overall Reentry philosophy of using evidence-based strategies, practices and programs.

Requested Knowledge, Skills, and Abilities:

1. Familiarity with the Adult Learning Theory.
2. Knowledge of varied training methods.
3. Knowledge of blended learning and on-line training methods.
4. Experience or ability to provide in-person or virtual classroom training.
5. Knowledge of developing training, lesson plans, course outlines or training objectives, and determining needs.
6. Knowledge of methods of conducting staff development and training activities.
7. Time management skills, including prioritization, monitoring, and accountability.

8. Effective written and oral communication skills.
9. Skills and abilities to develop positive working relationships with trainees, peers, and administrative/management staff.
10. Basic computer skills including Microsoft Word, PowerPoint, and Outlook.

Related areas or interest or study: Training; Education; Curriculum Development

Position 410105: Educational Intern

DOC; Division: DJC- CLS/LHS

Remote Work: No

Pay Range: \$17.4 - \$17.4

Location: Irma

Number of Hires: 1

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position is responsible for the provision of support services related to the delivery, expansion, and ongoing program improvement for education programs. Duties include assisting Teachers with classroom set-up, bulletin board displays, tutoring youth, and preparing activity areas, equipment and supplies for daily program and special event needs.

Requested Knowledge, Skills, and Abilities:

Knowledge of tutoring methods

Ability to utilize general office equipment (copier, scanner, etc.)

Ability to utilize Microsoft Office Suite, video recorders, cameras, video viewing software

Excellent interpersonal, oral and written communication skills

Ability to prioritize tasks and maintain deadlines

Ability to work independently and as part of a team

Related areas or interest or study: Training; Education; Curriculum Development; Tutoring; Program Support

Position 410107: Recreation Intern

DOC; Division: DJC- CLS/LHS

Remote Work: No

Location: Irma

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$14.07 - \$14.07

Number of Hires: 3

Job Description and Duties: This position has primary responsibility for coordination and supervision of youth during recreation activities. Recreation Leader Senior responsibilities include: direct supervision of youth, maintaining records, completing reports, and general upkeep of equipment in those area(s).

Requested Knowledge, Skills, and Abilities:

Knowledge of a variety of recreational and intramural sports.

Knowledge of basic fitness, wellness, and safety issues pertaining to recreation and leisure activity.

Basic knowledge of arts, crafts, music and/or other appropriate leisure skills.

Knowledge of rules, regulations, and officiating for both individual and team sports.

Knowledge of instructional procedures and motivational techniques for individual and team sports.

Ability to demonstrate, instruct, and contribute to recreational and intramural sport activities.

Ability to effectively communicate orally and in writing.

Ability to develop and carry out assigned programs and assignments with minimal supervision.

Related areas or interest or study: Recreation leader; Youth Counselor; Coordinator; Activity Leader

Environmental Science & Natural Resources Internships

Position 115101: Compliance Specialist

DATCP; Division: Division of Animal Health - Bureau of Field Services

Remote Work: Yes - Hybrid 60%

Pay Range: \$21.21 - \$21.21

Location: 2811 Agriculture Drive,
Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: animal health laws and rules in Wisconsin, along with responding to and conducting preliminary screening of animal-health related complaints. The complaints and investigations may be in the topic areas of animal markets, animal dealers & truckers, farm-raised deer, dog sellers, and animal imports.

Additionally, this position will serve to initiate investigations into possible violations of Wisconsin's Veterinary Examining Board Administrative Code (Wis. Admin. Code ch. VE).

The position will become familiar with the state's veterinary practice and animal health laws/administrative code to be able to perform the above described functions.

Requested Knowledge, Skills, and Abilities:

Ability to use standard office equipment: calculator, photocopier, phone, etc.

Ability to organize work.

Some knowledge OR an interest in the following topic areas is preferred:

Wisconsin animal health laws, rules, and regulations.

Related and applicable USDA federal animal health laws and regulations.

Wisconsin veterinary examining board laws, rules, and regulations.

Agriculture and/or animal production practices.

Animal disease and its impact on human health and economics.

Investigative methods and research techniques.

Effective interviewing techniques.

Report writing techniques and case preparation.

Principles and techniques of written and verbal communication and how to apply them efficiently and effectively.

A variety of computer software applications to monitor and track data and written information (e.g., databases, word processing, etc.).

Related areas or interest or study: Environmental Science; Animal Science; Veterinarian; Biology

Position 115103: Conservation Compliance Intern

DATCP; Division: Division of Agricultural Resource Management -Bureau of Land and Water

Remote Work: Occasionally possible

Pay Range: \$18.69 - \$19.07

Location: Field Work Statewide;
Office Based at 2811 Agriculture
Drive, Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This intern position (whose work will take place primarily between May and September) 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 recordkeeping 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. The position works closely with and will take direction from both the CREP program staff and the Land Resources Management Section Manager. Please note: While GIS is used, this is primarily a field position, not a GIS position.

Requested Knowledge, Skills, and Abilities:

A. Familiarity with GPS equipment and the ability to use it or the willingness to learn.

B. Basic knowledge of plant identification including native and non-native forest, prairie and wetland species.

C. Ability to use office equipment such as word processors, presentation programs, spreadsheets, database applications, and copy/scanning machines.

D. Effective written and oral communication.

E. Strong interpersonal skills and the ability to function effectively in a team environment.

F. Familiarity with and ability to use ESRI ArcMap GIS software to edit spatial data and generate maps. Please note: While GIS is used, this is primarily a field position, not a GIS position.

G. Knowledge of remote sensing and ability to interpret land cover types from high resolution aerial photography.

Related areas or interest or study: Environmental Science; Conservation; Geography; Natural Science; Ecology

Position 115104: Environmental Engineering Specialist - Plan Review

DATCP; Division: Division of Trade and Consumer Protection - Bureau of Weights and Measures

Remote Work: Yes - Hybrid 60%
Location: 2811 Agriculture Drive,
Madison

Pay Range: \$19 - \$21.5

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Research and evaluation of engineering data pertaining to Department codes, fire safety, environmental protection, structural integrity, and material properties. Conduct storage tank system plan submittal review and approval. Research and create a Bureau all presentation on a storage tank engineering topic.

Requested Knowledge, Skills, and Abilities:

Interpersonal skills, ability to analyze data, manage work assignments effectively, knowledge of the regulatory process, general computer and office equipment use.

Related areas or interest or study: Enviromental Engineering; Civil Engineering;

Position 115105: Groundwater Associate

DATCP; Division: Division of Agriculture Chemical Management -
Environmental Quality Unit

Remote Work: No

Pay Range: \$19.07 - \$21

Location: 2811 Agriculture Drive,
Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Job Description and Duties: DATCP ACM staff perform routine monitoring for pesticides and nitrate to evaluate the occurrence of agrichemicals in surface water and groundwater, and DATCP's Bureau of Laboratory Services (BLS) analyzes samples for nitrate and more than 100 pesticide compounds. The position will support groundwater specialists with coordination of existing monitoring projects including the Targeted Sampling Program, Statewide Survey, Surface Water Sampling program (DATCP Home Surface and Groundwater Monitoring). Duties will include the following: 1) Support water sampling team members with coordination of ordering and shipping sample bottles and other equipment and 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:

Interest or course work in water resources, environmental science, or hydrogeology. Strong computer, analytical, organizational, written and verbal skills are preferred. This position is located at the Prairie Oaks State Office Building situated on Madison's southeast side.

Related areas or interest or study: Environmental Science; Conservation; Hydrology; Natural Science

Position 115107: Insect Survey Field Technician

DATCP; Division: Division of Agricultural Resource Management - Bureau of Pest Survey and Control

Remote Work: No

Pay Range: \$18 - \$18

Location: Field Work Statewide;
Office Based at 2811 Agriculture
Drive, Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This seasonal field position is responsible for the implementation of insect trapping surveys throughout Wisconsin; sampling field, fruit and vegetable crops for plant pests; and the inspection of crops for plant health certification. This position may be based at the Prairie Oaks State Office Building in Madison or at a home office location. Approximately 80% of the work duties require extensive travel (200+ miles per day) and occasional paid overnight stays may be required. Considerable walking and lifting/carrying up to 20 pounds are also required.

Requested Knowledge, Skills, and Abilities:

Qualified applicants will have training, education and/or experience related to:

- Entomology, agronomy, biology or related plant science.
- Agricultural crops, plant identification, growth stages and crop production practices.
- Use of GPS and/or map reading and navigation.
- Software programs and technology used to collect and share field data (i.e., Outlook, Excel, Word, or similar).
- Attention to detail and ability to work without direct supervision.
- Strong communication and organizational skills.
- Possess a valid driver's license or have the ability to provide one's own transportation for work purposes.

Related areas or interest or study: Environmental Science; Biology; Ecology; Entomology; Agronomy

Position 115106: Plant Disease Laboratory Technician

DATCP; Division: Division of Agricultural Resource Management - Bureau of Pest Survey and Control

Remote Work: No

Pay Range: \$18 - \$18

Location: Field Work Statewide;
Office Based at 2811 Agriculture Drive, Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under general supervision of the Plant Industry Bureau (PIB) Laboratory Director, this full-time seasonal LTE position is responsible for assisting with tasks relating to plant pest and disease biological surveys and laboratory diagnostics. The duration of the position is May through September and will be based out of the Plant Industry Bureau Laboratory in Madison. There is also a field component to the position which includes travel to field locations throughout Wisconsin.

Work duties based out of the PIB Laboratory make up 90% of the position and primarily focus on aiding plant pathologists with plant disease testing. Specific duties include plant sample receiving, data entry into spreadsheets and databases, preparation of culture media and buffer solutions, DNA and RNA extraction of plant samples, enzyme linked immunosorbent assay (ELISA) and polymerase chain reaction (PCR) testing of samples, and general organization of lab materials and survey supplies. The remaining 10% of the position will be field based and primarily focus on conducting plant disease surveys following established survey methods. The selected applicant will also assist other program staff with plant pest surveys and inspections as needed.

Requested Knowledge, Skills, and Abilities:

The following list of skills and knowledge is desired, but not required:

- Formal education, work or volunteer experience in biology, ecology, the plant sciences or plant pathology
- Knowledge of general laboratory practices and standard operating procedures
- Ability to follow written instructions and perform complex tasks after instruction
- Ability to organize and communicate data or findings with appropriate staff in a timely and professional manner
- Basic knowledge in plant identification of ornamentals, fruit and vegetables
- Experience conducting field based biological surveys
- Experience with navigation and training in the use of GIS and data collection apps
- Experience using software such as Word, Excel, Power Point, Access, etc.
- Ability to work independently once trained
- Possession of, or ability to obtain a valid driver's license including automobile insurance, or the ability to provide one's own transportation for work purposes is required.

Related areas or interest or study: Environmental Science; Biology; Ecology; Plant Science

Position 155104: Water Data Scientist

PSC; Division: Division of Water Utility Regulation Analysis

Remote Work: yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 10 to 40

Pay Range: \$17 - \$19.07

Number of Hires: 1

Job Description and Duties: This position assists with implementation of the Public Service Commission's (PSC) statewide water utility regulatory program. The PSC's program is one of the few programs nationwide to provide economic regulation of municipal water utilities. The PSC works to ensure the state's water utilities have the financial capacity necessary to deliver safe, reliable drinking water in a sustainable, affordable, environmentally responsible and equitable manner. In order to carry out its regulatory responsibilities, the PSC collects financial and operational data from over 575 water utilities annually. The PSC also approves utility rates and construction projects and maintains a comprehensive database of water utility rates. This position will help analyze data to assist with a variety of regulatory priorities within the Division. Assigned tasks will vary depending on the selected applicant's skills and interests.

Requested Knowledge, Skills, and Abilities:

- A bachelor's degree or coursework in data science/data analysis, statistics, public administration, public policy, economics, accounting, civil engineering, law, or a related field
- Demonstrated experience developing Microsoft Excel spreadsheets and Microsoft Access database queries to analyze large data sets
- Experience working with data visualization, GIS tools is a plus
- Interest or experience in public utility regulation, data science, or public administration and policy analysis
- Excellent verbal and written communication skills
- Good organizational skills
- Ability to analyze complex information in a logical manner to reach independent conclusions

Related areas or interest or study: Water utility/regulation, science, data analysis

Position 370117: Wildlife Technician

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$13 - \$15

Location: Field work in Iron and Ashland Counties

Number of Hires: 1

County: Iron; Ashland

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the Mercer Wildlife Team in implementing wildlife habitat management and educational outreach in Iron and Ashland Counties. The position will focus on creating hunter walking trails and wildlife openings in the counties' 210,000+ acres. Work will be conducted with another technician and take place mostly in the field. Start and end date are negotiable.

Requested Knowledge, Skills, and Abilities:

Required:

- * Ability to work outdoors in inclement weather conditions.
- * Ability to use maps and/or GPS and navigate large, desolate, forested areas.
- * Ability to work independently, be a team player, and self-motivated
- * Flexibility and adaptiveness to changing schedule/work duties.
- * Ability to lift 50 pounds and walk up to 3 miles on uneven terrain.

Preferred

- * Valid driver's license and good driving record
- * Experience operating an ATV and/or ATV mower.
- * Experience operating chainsaws and possess chainsaw safety training.
- * Experience using hand tools such as brush saws and hand saws.
- * Experience in operating a vehicle with trailer.
- * Terrestrial invasive species identification.

Related areas or interest or study: Environmental Science, Biology, Natural Sciences, Conservation, Veterinarian Sciences

Position 370118: Wildlife Policy Assistant

DNR; Division: Fish, Wildlife, Parks

Remote Work: Hybrid

Pay Range: \$16 - \$17

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Work collaboratively with Bureau of Wildlife Management statewide specialists to create policy, guidelines and practices for public lands, wetland habitat, conservation agriculture and grazing and the Voluntary Public Access private lands leased for public access.

Requested Knowledge, Skills, and Abilities:

Required:

- Currently enrolled or recent graduate in natural resources, environmental science, geography or wildlife/plant ecology accredited degree program
- Ability to communicate effectively with co-workers, property managers, private landowners, partner organizations, and the general public
- Ability to work independently and within a team
- Experience with Microsoft Office Suite and common Internet applications

Preferred:

- Knowledge of public lands policy and issues
- Experience analyzing quantitative and qualitative data from project/program initiatives
- Basic coursework in ESRI ArcGIS software, including ArcMap or ArcGIS Pro and ArcGIS Online

Related areas or interest or study: Environmental Science, Biology, Ecology, Natural Sciences, Geology, Conservation, Veterinarian Sciences

Position 370102: Community Service Officer

DNR; Division: Public Safety and Resource Protection

Remote Work: No

Pay Range: \$15 - \$19

Location: Statewide- see description
in duties

Number of Hires: 5

County: Statewide

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The locations below have availability for a Community Service Officer. It is likely not all positions/locations will be filled. There may be multiple CSOs stationed at the same location based on candidate preference and business needs. Several locations offer the option of discounted housing.

Locations include: Baraboo, Eagle, Sheboygan, Kansasville, Milwaukee, Waukesha, Fitchburg, Dodgeville, Brule, Gordon, Boulder Junction, Woodruff, Sherwood, Hudson, Black River Falls and La Crosse.

Community Service Officers are primarily responsible for facilitating customer service and public safety via education and outreach efforts within their designated administrative area or state-owned properties such as parks, forests, trails, and other lands managed by the Wisconsin DNR. Specifically, this position will provide recreation management, assistance with resource protection, and managing public safety through collaboration with administrative activities within the assigned area.

Requested Knowledge, Skills, and Abilities:

Applicants must meet the minimum requirements for driving a state vehicle:

- 1.) Must have a valid operator's license
 - 2.) Must have a minimum of two years licensed driving experience
 - 3.) Must be at least eighteen (18) years of age
- Pass the reference based and fingerprint based background checks
 - Must be able to start on May 22rd and attend two weeks of consecutive training

Minimum Qualifications:

- Interest in working in natural resources/the outdoors
- Customer service experience

- Experience communicating with diverse groups, either in personal or professional setting

Preferred Qualifications

- Interest in a future career in the natural resources or law enforcement related career fields

Related areas or interest or study: Environmental Science, Law Enforcement,

Position 370107: Private Land Management Intern

DNR; Division: Fish, Wildlife, Parks

Remote Work: Hybrid

Location: Dodgeville

County: Iowa

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$15 - \$18

Number of Hires: 1

Job Description and Duties: The Wisconsin Deer Management Assistance Program (DMAP) is a cooperative effort between the Department of Natural Resources, landowners, and hunters to provide habitat and deer herd management assistance to those interested in managing their property for wildlife. This position will work collaboratively with DMAP

specialists on a statewide level to implement work plans associated with DMAP including but not limited to assisting with site visits, writing habitat management plans, participating in DMAP workshops, creating educational/promotional materials, staffing expos, and providing DMAP cooperator support. The majority of work will be in southern Wisconsin but travel throughout the state will be required.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Interest in habitat management on private lands.
- Currently enrolled or a recent graduate in natural resource management, environmental sciences, wildlife ecology, biology or other similar field.
- Ability to work independently and in a team setting.
- Familiarity with various programs such as Microsoft Excel, Word, PowerPoint, Access, Outlook and ArcGIS.

Preferred Qualifications

- Experience/training in habitat management on private lands.
- Knowledge of wildlife conservation principles and methodologies.
- Ability to identify common invasive species and distinguish different habitat types.
- Tree/plant ID skills.

- Understanding of game species management and common basic habitat management principles.
- Experience presenting to the public.
- Have the ability to effectively communicate with private landowners, co-workers, partner organizations and members of the public.

Related areas or interest or study: Environmental Law, Science, Natural Resources

Position 370101: Air Management Specialist

DNR; Division: Environmental Management

Remote Work: No

Pay Range: \$18 - \$19.07

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This entry level internship position will learn how Clean Air Act permits protect and improve air quality. The position will review, analyze, and quality assure data entered into both DNR's air permit data management system as well as data entered into USEPA data systems. This includes reviewing air permits for applicability of certain requirements and updating databases with pertinent information. Specifically, this position will work with Permit Engineers to find NSPS and NESHAP standards in permit documents, enter appropriate data into the permit tracking system, quality assure previously entered data, and work with Federal Standards team to make recommendations for improvements. Other work will include learning how to update EPA's RBLC

Clearinghouse and reviewing Air Permits to enter appropriate data into the clearinghouse. Ideally, this position will have an opportunity to visit regulated sources and monitoring sites and gain experience in how various industries are regulated by Clean Air Act requirements.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Basic understanding of engineering principals and industrial processes
- Basic understanding of database management and manipulation
- Ability to work cooperatively in a team towards the accomplishment of a goal

Preferred Qualifications

- Basic understanding of engineering principals and industrial processes
- Basic understanding of database management and manipulation
- Interest in environmental regulations and regulatory processes

- Interest in learning about the Clean Air Act and how it functions
- Ability to work cooperatively in a team towards the accomplishment of a goal

Related areas or interest or study: Environmental Science;

Position 155101: Energy Project Coordinator

PSC; Division: Division of Digital Access and Consumer Environmental Affairs

Remote Work: Yes

Location: Madison, WI

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 10 to 20

Pay Range: \$15 - \$15

Number of Hires: 1

Job Description and Duties: The project coordinator will primarily help support several projects within the Office of Energy Innovation during the internship term, with the possibility to support other areas within DACEA. These projects align with work objectives that our teams are managing.

Requested Knowledge, Skills, and Abilities:

- Classes, coursework, or work experience in energy efficiency, renewable energy, or a related field.
- Experience with project management work such as responding to inquiries, managing project data in spreadsheets and verifying that deadlines and commitments are being met.
- Experience with developing Microsoft Excel spreadsheets and using them to demonstrate project timelines and status updates.
- Interest or experience in public utility regulation, data science, or public administration and policy analysis
- Excellent verbal and written communication skills
- Good organizational skills
- Ability to analyze complex information in a logical manner to reach independent conclusions

Related areas or interest or study: Project Management, Renewable energy, Energy Efficiency

Position 155103: Program Analyst

PSC; Division: Division of Energy Regulation and Analysis

Remote Work: yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17 - \$19.07

Number of Hires: 1

Job Description and Duties: This position is responsible for policy and program support, analysis, and development on significant regional energy market issues including but not limited to areas of demand response and technology; markets and tariffs; resource adequacy and reliability; distributed energy resources and distribution planning; transmission cost allocation; and transmission planning in the Public Service Commission of Wisconsin (Commission), Division of Energy Regulation and Analysis (DERA), Bureau of Electric Analysis and Engineering (BEAE), Office of Regional Markets (ORM).

Requested Knowledge, Skills, and Abilities:

- Skill in the use of standard office computer applications, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel).
- Skill in making presentations and presenting reports.
- Ability to communicate effectively orally and in writing, including the ability to present complex technical and policy material to diverse audiences such as Commissioners, natural gas and electric utilities, media, stakeholders, policymakers, and the public in a clear, concise, and correct manner with divergent audiences on adversarial topics.
- Ability to work collaboratively and effectively in a multi-disciplinary team environment.
- Ability to establish and maintain effective working relationships with Commission, management, co-workers, and external stakeholder groups, including utility representatives, staff from other state, regional, and federal regulatory agencies, consultants, representatives of consumer and

environmental groups (interveners), members of the public (utility customers), and other regulatory commissions.

- Ability to interpret statutes, administrative rules, tariffs, Commission orders, and decisions pertaining to electric utility regulation.

Related areas or interest or study: Renewable Energy, energy regulation,

General Studies Internships

Position 435122: Office Assistant

DHS; Division: Division of Medicaid Services

Remote Work: Yes (3 days)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$15.25 - \$16

Number of Hires: 1

Job Description and Duties: This intern will provide office support duties for the Division of Medicaid Services, Bureau of Clinical Policy and Pharmacy within the Katie Beckett Medicaid program. Duties for the intern include:

- Preparing electronic correspondence, documentation, and other materials
- Maintaining and updating electronic files within CPIP databases
- Electronically editing documents in the Adobe Suite
- Maintaining files containing confidential protected health information (PHI)
- Invoicing consultative exams
- Creating, maintaining and fiscally monitoring and tracking reimbursement of consultative exams and member mileage, which includes PHI
- Preparing weekly invoices
- Maintaining email distribution lists
- Scheduling consultative exams
- Maintaining an active provider list

Requested Knowledge, Skills, and Abilities:

- Skill in Microsoft Office Suite products (e.g. Adobe, Office, Excel, PowerPoint, Outlook, etc.).
- Ability to work with confidential information.
- Skill in oral and written communication and correspondence.
- Ability to work both independently and as part of a team.

Related areas or interest or study: Pharmacy Science; Healthcare Administration

Position 435108: License/Permit Program Intern

DHS; Division: Division of Quality Assurance

Remote Work: Yes (1-2 days per week)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 32

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: The Division of Quality Assurance (DQA)/ Bureau of Health Services (BHS) is hiring a license/permit program intern. Initially, the intern will shadow program staff in the normal course of business. This position will provide records management, license application, and general office support for the Licensing, Certification, and Clinical Laboratory Improvement Amendments (CLIA) Section. Duties include: supporting the Going Green records initiative for processing of application records in accordance with state record retention requirements; assisting with preparation and review of license and certification applications to include hard copy and electronic submission reviews for completeness, preparation, scanning, copying, filing and emailing of documents; customer, provider, and public support/outreach via phone and email; and general office support tasks for BHS projects to include participating in project meetings, taking, editing, and disseminating meeting notes; and project research and support.

Requested Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills
- Ability to use computers and Microsoft Office software (e.g. Word, Excel, Outlook, PowerPoint, etc.) and virtual meeting software (e.g. Zoom, Teams, etc.).
- Customer service skills
- Ability and willingness to professionally communicate with partner agencies, providers, and the public via phone and email
- Ability to use general office equipment (e.g. copiers, scanners, etc.)

- Attention to detail and ability to understand and follow regulatory requirements, confidentiality requirements, and follow written/verbal instructions
- Project management skills
- Ability to multi-task
- Strong organization skills and attention to detail
- Ability work both independently and in a team environment.

Related areas or interest or study: Medical Records; Health Sciences; General Studies

Position 435112: Administrative Support Intern

DHS; Division: Disability Determination Bureau

Remote Work: No

Location: Madison (DDB)

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-24

Pay Range: \$15.25 - \$16

Number of Hires: 2

Job Description and Duties: This intern will support adjudication activities for the Disability Determination Bureau. Responsibilities will include making and receiving telephone calls to claimants and vendors, filing, scanning, mail room activities (i.e. mail machine operations and mail delivery), and other administrative support tasks.

Requested Knowledge, Skills, and Abilities:

- Effective oral and written communication skills.
- Strong telephone and customer service skills.
- Ability to type at a moderate speed.
- Ability to create and modify documents in Microsoft Word and Excel.
- Effective organization skills.

Related areas or interest or study: Administrative Policy; Health Sciences

Position 435114: Special Activities Helper

DHS; Division: Central Wisconsin Center

Remote Work: No

Location: Madison (CWC)

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$15.25 - \$16

Number of Hires: 5

Job Description and Duties: The Special Activities Helper will assist therapy programs with implementing summer activities. Examples of recreational activities may include vocational tasks, games, sports, arts and crafts, music, picnics, gardening, walks, trolley, attending community outings, and participating in an aquatics program.

Requested Knowledge, Skills, and Abilities:

- Interest in working with people that have a cognitive or physical disability.
- Skills in attendance and punctuality.
- Ability to work with others.
- Ability to interact in a positive, enthusiastic manner when providing leisure activities with individuals who have intellectual and developmental disabilities.

Related areas or interest or study: Physical Education; Vocational Rehabilitation; Recreation

Position 435136: Diversity, Equity and Inclusion Engagement Specialist

DHS; Division: Wisconsin Resource Center

Remote Work: Yes (2 days)

Pay Range: \$17.25 - \$18

Location: Oshkosh (WRC)

Number of Hires: 1

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The intern will engage with the Diversity, Equity, and Inclusion (DEI) Committee and its co-chairs to assist in determining how to implement a DEI mentoring and coaching (MC) program for Wisconsin Resource Center. Duties will include building a framework for the DEI MC program, developing a strategy to partner with the Employee Peer Support person, and partnership with the Training department to provide additional training on the DEI MC role.

Requested Knowledge, Skills, and Abilities:

- Knowledge of or learned experience with diversity, equity and inclusion issues.
- Knowledge of social practice theory and community relations.
- Ability to communicate both orally and in written skills that promote an engaging response.
- Knowledge of research development and data analysis.
- Skill in motivational interviewing or other strategic communication modalities focused on change efforts.
- Organizational and time management skills.

Related areas or interest or study: Gender Studies; Cultural Studies; DEI Studies

Position 505118: Forms and Records Modernization Coordinator

DOA; Division: Personnel Management - Region 4

Remote Work: Yes - Hybrid 60%

Pay Range: \$15.68 - \$15.68

Location: 2135 Rimrock Rd, Madison,
WI 53713

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20+

Job Description and Duties: This position will provide support to modernize forms used in region 4 specific to the agencies the team supports. This position will manage and maintain information in the region 4 sharepoint site to ensure information is current and not duplicative. This position will manage and make recommendations on electronic data storage practices and use.

Requested Knowledge, Skills, and Abilities:

Knowledge of Microsoft 365 products such microsoft forms, outlook, visio and excel. Experience navigating and updating information on a SharePoint platform. Experience handling records and managing electronic data.

Related areas or interest or study: General Studies; Human Resources

Position 505119: E&I Outreach Coordinator

DOA; Division: Personnel Management - Region 4

Remote Work: Yes - Hybrid 60%

Pay Range: \$19 - \$23

Location: 2135 Rimrock Rd, Madison,
WI 53713

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20+

Job Description and Duties: This position will provide outreach to groups identified in agency E&I plans to share information on job opportunities in the agencies our HR team supports. This position will provide outreach to passive qualified job seekers in demographic areas identified in agency E&I plans. This position will also assist with building relationships with HBCUs regarding employment opportunities with agencies that are supported by the HR teams for DVA and DOR.

Requested Knowledge, Skills, and Abilities:

Knowledge of a variety of staffing and recruitment platforms. Communication skills to effectively interact with individuals from diverse backgrounds.

Related areas or interest or study: General Studies; Human Resources; Culutral Studies; Gender Studies

Position 505120: Human Resources Intern

DOA; Division: Personnel Management - Region 2

Remote Work: No

Pay Range: \$16.83 - \$16.83

Location: Irma

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The HR intern will assist with filing, interview coordination, reference checks and new hire orientation scheduling. The HR intern will also assist with attendance tracking, records requests, internal database/spreadsheet updates, and training coordination.

Requested Knowledge, Skills, and Abilities:

The HR intern should have the knowledge, skill and ability in the composition, editing, and proofreading of letters, memos and other correspondence. They should also have the knowledge and skills in maintaining files, reports and recordkeeping techniques along with word processing and various software programs such as Windows and Microsoft programs. They should have knowledge and skills in oral and written communications as well as interpersonal communications. The HR intern should be able to work independently and have knowledge and ability in managing time effectively and prioritizing tasks.

Related areas or interest or study: General Studies; Human Resources; Business Administration

Position 505121: Human Resources Assistant

DOA; Division: Personnel Management - Region 2

Remote Work: Some may be possible

Pay Range: \$16.83 - \$16.83

Location: Racine

Number of Hires: 1

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: Under the general 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 RYOCF. The emphasis of this position will be recruitment and selection.

Requested Knowledge, Skills, and Abilities:

- Knowledge of Personnel recruitment techniques
- Knowledge of effective communications, both in oral and written form
- Ability to maintain confidentiality in performance of assigned duties of a confidential nature
- Knowledge of Equal Employment Opportunity and Affirmative Action principles and practices

Related areas or interest or study: General Studies; Human Resources; Business Administration

Position 410106: Administrative Intern

DOC; Division: DJC- CLS/LHS

Remote Work: No

Pay Range: \$18.92 - \$18.92

Location: Irma

Number of Hires: 1

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Provide general office program support and general clerical services to the Supervising Youth Counselor office and Training office at Copper Lake/Lincoln Hills School. Responsibilities include performing office support functions to assist with paperwork, data entry; incident tracking and notifications; gathering information; maintaining tracking systems; drafting and composing correspondence.

Requested Knowledge, Skills, and Abilities:

- Ability to utilize general office equipment (copier, scanner, etc.)
- Ability to utilize Microsoft Office Suite, video recorders, cameras, video viewing software
- Ability to maintain strict confidentiality
- Excellent interpersonal, oral and written communication skills
- Ability to prioritize tasks and maintain deadlines
- Ability to work independently and as part of a team

Related areas or interest or study: Office Support; Data entry; Information gathering; Tracking Systems; Communication

Position 410116: Office Operations Associate-Intern

DOC; Division: DCC Unit 117

Remote Work: No

Location: TBD - likely Madison

County: Dane or surrounding

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18.92 - \$18.92

Number of Hires: 2

Job Description and Duties: This position provides a wide range of office operations support services to supervisory and professional staff in a Division of Community Corrections office. Specific responsibilities include reception duties; processing of paperwork for clients; maintenance of Department of Corrections databases; maintenance of financial records; receipting; word processing; 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, word processing, data entry, problem solving techniques and cultural awareness.

Related areas or interest or study: Office Support; Reception; Data entry; Information gathering; Tracking Systems; Financial Records

Position 410122: SOR Office Operations Associate

DOC; Division: DCC/SOR

Remote Work: Some

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18.92 - \$18.92

Number of Hires: 3

Job Description and Duties: Duties would primarily include data entry for the WI Sex Offender Registry.

Requested Knowledge, Skills, and Abilities:

Proficient in use of computers, including MS Suite. Able to manage sensitive and private information comfortably.

Related areas or interest or study: Office Support; Data Entry

Position 485101: Wisconsin Veterans Museum Associate

DVA; Division: Wisconsin Veterans Museum

Remote Work: Hybrid, some time required on site

Location: Madison, WI

Pay Range: \$17 - \$19

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 20

Job Description and Duties: Come find out about museum work. Intern will provide museum work assistance in up to three areas of the Museum: education, research, archives, oral history, marketing/social media and/or artifact collections. The intern will gain general knowledge of the museum field by the completion of the internship.

Requested Knowledge, Skills, and Abilities:

Ability to do research and recognize credible research sources, good communication and team working skills, ability to use Microsoft suite, good customer service skills, great attention to details.

Related areas or interest or study: Education, Research, History, Museums

Position 515103: Customer Experience (CX) Specialist

ETF; Division: Division of Retirement Services/Administrators Office

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Pay Range: \$20 - \$25

Number of Hires: 1

Job Description and Duties: This is professional work supporting the CX Officer in reviewing customer journeys across multi-functional end-to-end business processes related to the administration of complex benefit programs. The work performed will result in the identification, documentation, and sharing of CX case studies to generate deeper understanding and insights to inform the planning for projects and activities under 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

Related areas or interest or study: Customer Service, Benefits Program Administration

Position 566103: Property Tax Credit Auditor

DOR; Division: State and Local Finance/Local Government Services

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$15 - \$15

Number of Hires: 1

Job Description and Duties:

- Assist with the organization and review of property tax credit applications
- Data entry and validation
- Cross reference property tax bill data and compute correct property tax credit amounts
- Provide basic customer service related to WI property tax credits

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)

Related areas or interest or study: General Studies, Data entry, Customer Service, Business

Position 435101: Program Coordinator

DHS; Division: Division of Medicaid Services

Remote Work: Yes (3 days per week)

Pay Range: \$15.25 - \$16

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: The Division of Medicaid Service (DMS) Bureau of Benefits Policy (BBP) is hiring an Administrative Assistant intern. Initially, the 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.
- Skill in organization and proficient in Microsoft Office products.
- Critical thinking and issue-spotting skills; strong communication skills, both written and verbal; and the ability to convey complex information.
- Ability to work independently and as part of a team.
- An interest in quality and process improvement is helpful, but prior experience is not required.

Related areas or interest or study: Administrative Policy; Public Policy Studies; Sociology; Psychology; Social Services

Position 437101: Program and Policy Analyst

DCF; Division: Division of Family and Economic Security

Remote Work: Yes

Pay Range: \$19.56 - \$21.25

Location: Remote - office

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 30 - 40

Job Description and Duties: This position is responsible for assisting in policy analysis, program planning, program review, and policy procedure development for work programs for low-income individuals and families. This position is responsible for assisting other staff to research specific issues or projects assigned to the section. Assignments require analysis using program policy and operations as to resolve conflicting objectives in the development of new policies and programs. Review of federal and state laws, regulations and rules, the practical administrative needs of W-2 agencies, and the potential impacts on the automated system will be used to determine recommendations and next steps.

Requested Knowledge, Skills, and Abilities:

Assist other section staff in the identification and analysis of issues, that require the development of policies and procedures, propose changes based upon review and analysis. Participate in group reviews of program policy requirements and the development of procedures to facilitate effective program implementation. Assist in the preparation of written policy materials in clear, concise, and grammatically correct language for use by program and contractor staff. Proven ability to communicate effectively, both verbally and in writing, and, including the ability to summarize large amounts of information on complex subjects in broad policy and programs areas for a wide variety of audiences both internal and external to the Division

Related areas or interest or study: Administrative Policy; Public Policy Studies; Sociology;

Position 435105: Program Coordinator

DHS; Division: Division of Medicaid Services

Remote Work: Yes (3 days per week)

Pay Range: \$15.25 - \$16

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-30

Job Description and Duties: The Division of Medicaid Service (DMS) Bureau of Programs & Policy (BPP) is hiring an Administrative Assistant intern. Initially, the 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 BPP's programs. The intern will be assigned short-term projects related within daily operations of BPP. 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.
- Skill in organization and proficient in Microsoft Office products.
- Critical thinking and issue-spotting skills; strong communication skills, both written and verbal; and the ability to convey complex information.
- Ability to work independently and as part of a team.
- An interest in quality and process improvement is helpful, but prior experience is not required.

Related areas or interest or study: Public policy; Health Sciences, Psychology; Sociology; Public Health

Position 435119: Clinical Program Integrity Consultant

DHS; Division: Office of the Inspector General

Remote Work: Yes (4-5 days per week)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: This summer intern position will work in the Office of the Inspector General's Clinical Program Integrity and Compliance Section (CPICs) to assist in the management of program integrity through the research of existing Medicaid benefit areas, identification of fraud, waste and abuse, and participation in project management activities. The intern will assist provider strategy teams with the development of deliverables for project planning including a team charter, work breakdown structure and presentation materials. The intern will also assist management with policy review, process development, activity tracking, and return on investment analysis. This internship will provide practical experience to students seeking a career in healthcare, business management, or project management.

Requested Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office, including Excel, Word, PowerPoint, Project, and Outlook
- Basic knowledge of medical records
- Ability to perform research
- Experience working on projects as a team and individually.
- Basic knowledge of healthcare reimbursement

Related areas or interest or study: Data and Risk Analysis

Position 445110: Continuous Improvement/Employee Engagement & Communications Intern

DWD; Division: Worker's Compensation

Remote Work: Some

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: Up to 40

Pay Range: \$22 - \$22

Number of Hires: 1

Job Description and Duties: Assists the Administrative Office Manager on policy research and analysis for use by the WC Division; assists in defining goals, developing and implementing continuous improvement/employee engagement programming and making recommendations to the Division Administrator; serve on and help facilitate continuous improvement/employee engagement team meetings, events and programming as assigned; researches, manages and communicates information, both verbal and in writing, regarding WC Division programs. Develop and convey communication materials that advance agency policy initiatives to internal or external customers. Also performs administrative support duties to all areas within the Division as requested; provides backup support to the Administrative Office Manager and other WC staff as needed.

Requested Knowledge, Skills, and Abilities:

- * Knowledge of policy analysis and strategic planning and the ability to apply them in the organization.
- * Knowledge of program and policy planning principles.
- * Knowledge of analytical and statistical methodologies.
- * Ability to synthesize, condense and translate information and data and communicate this information in writing and verbally to management and non-technical staff.
- * Knowledge of the use of Word, Excel, and PowerPoint.

- * Knowledge of overall Department goals, objectives and priorities.
- Strong organizational and time management skills.
- Excellent oral and written communication skills.
- * Effective oral and written communication skills.
- * Ability to perform research; analyze data; and make recommendations.
- * Knowledge of applicable federal, state and local laws; governmental organizational structure and interagency relationships that may be affected by recommended changes in Departmental policies, procedures, or practices

Related areas or interest or study: Administrative Policy; Communications; Marketing

Position 505101: Administrative Support - HR

DOA; Division: Personnel Management

Remote Work: Yes; hybrid as needed

Pay Range: \$18 - \$22

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 15-20

Job Description and Duties: This position provides paraprofessional and confidential administrative support work for the Division of Personnel Management and HR program areas through administrative policy research and editing, data gathering, and organization of HR data and records management.

Requested Knowledge, Skills, and Abilities:

Use of Microsoft Office including Outlook, Word and Excel, edit and compile the work of peers, detail oriented, ability to plan and organize work projects, effective written and oral communication, strong interpersonal skills, ability to interpret and communicate written directions to others, ability to read, interpret and comprehend HR-related policies and procedures.

Related areas or interest or study: General Studies; Administrative Policy; Business & Finance

Position 505114: Equity and Inclusion Associate

DOA; Division: Personnel Management - Bureau of Equity & Inclusion

Remote Work: Yes

Pay Range: \$19.07 - \$19.07

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under the general supervision of the Bureau Director, 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 equal employment opportunity and affirmative action policies, programs, and procedures throughout the State civil service system. 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; provide some general administrative and office support including, but not limited to scheduling, photocopying, faxing, scanning, printing.

Requested Knowledge, Skills, and Abilities:

Good oral communication and team working skills. Good organizational skills. Ability to research and work independently. Working knowledge of office equipment, including use of computers, printers, scanners, copy machines. Experience using Microsoft Office Suite including Word, Powerpoint, Excel, and Outlook. General time management skills.

Related areas or interest or study: Sociology; Gender studies; Culutral studies; Administrative Policy; Business; Human Resources

Position 445111: Safety & Risk Manager Intern

DWD; Division: Worker's Compensation

Remote Work: Some

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: Up to 40

Pay Range: \$22 - \$22

Number of Hires: 1

Job Description and Duties: Duties will span multiple functional areas of the division on policy, outreach and communications; advise WC Management on safety and risk management initiatives, programs, communications and operations; exercise significant discretion and independent judgment in the researching of and analysis of policy and program recommendations and their implementation; assist with education, outreach and communication initiatives that extend into WC programs beyond safety and risk management, including outreach to employers, insurers and workers with the goal to further promote safe workplaces and general WC system knowledge; assist with development and implementation of WC program education and communications projects and initiatives that span a variety of media platforms, including digital communications and social media.

Requested Knowledge, Skills, and Abilities:

- Ability to plan, manage and coordinate the development of major policies and initiatives.
- Knowledge of research analysis methods and techniques, and the ability to evaluate the impact of policy initiatives on the State of Wisconsin, program participants and the agency.
- Excellent verbal and written communication skills.
- Knowledge of loss control, health, safety, and risk management practices, procedures, techniques, standards and codes as it relates to the identification and control of work hazards.
- Knowledge of state and federal regulations and standards related to loss control, safety and risk management such as DWD, OSHA, worker's compensation laws and hazardous duties standards (ss. 230.36).

- Knowledge of management principles and techniques.
- Knowledge of training techniques.
- Knowledge of health and safety hazard control methods.
- Knowledge of external outreach and communication strategies, e.g., social media platforms.
- Skill in computer usage (e.g., Microsoft Office)
- Skill in liaison and networking.
- Skill in preparing written reports and conducting oral presentations.
- Skill in development of public information materials for dissemination to a wide variety of audiences.
- Skill in writing technical communications and management reports.
- Skill in project management.

Related areas or interest or study: Administrative Policy; Communications; Marketing

Position 435138: Employee Engagement Intern

DHS; Division: Division of Enterprise Services

Remote Work: Yes (3 days)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$15.25 - \$16

Number of Hires: 1

Job Description and Duties: The Employee Engagement Intern will conduct listening sessions with diverse employees, research best practices in employee engagement, conduct education sessions, create surveys, manage improvement projects, provide updates for leadership on the status of improvement efforts. Additionally, the intern will create analyses of employee engagement results for different demographic groups and present findings to leadership.

Requested Knowledge, Skills, and Abilities:

- Excellent time management and communication skills.
- Excellent customer service skills.

Preferred, but not required:

- Experience in customer or employee satisfaction surveys.
- Student is enrolled in social science program with emphasis on research or a business program with emphasis in human resources, organizational development, or diversity, equity and inclusion.

Related areas or interest or study: Human Resources; Administrative Policy, General Studies; Business & Finance

Position 505122: Human Resources Assistant

DOA (DWD HR); Division: Personnel Management Region 3

Remote Work: Yes

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30 - 40

Pay Range: \$19.07 - \$0

Number of Hires: 1

Job Description and Duties: Assist the HR Specialist in the administration of the recruitment process in TAM; i.e. creation of the job announcement, monitor applicant activity and assessment materials, address applicant questions, print assessment materials for rating panel, enter applicant scores, generate the register and certification lists; etc. Answer candidates' questions about the status of current recruitments, the selection and certification processes used in State Civil Service, and applicant assessment notice information as appropriate. Refer questions to the appropriate HR Specialist as needed. Assist with the coordination of the interview process; i.e. maintain the interview schedule, prepare interview materials for the interview panel and candidates, generate candidate correspondence and perform as the point of contact for scheduling interviews. Assist AA/EEO staff with Accommodation request processing/data tracking and related tasks. Assist Employment Relations with processing correspondence and related tasks.

Requested Knowledge, Skills, and Abilities:

Basic knowledge of recruitment activities and resources. Effective record keeping and organizational skills. Knowledge of various computer software (e.g., Microsoft Office, etc.) and ability to prepare data for management review. Effective oral and written communication skills.

Ability to work independently on a variety of task assignments concurrently. Ability to use electronic applicant tracking and employment systems (e.g., PeopleSoft); maintaining accuracy of data entered.

Related areas or interest or study: Human Resources; Administrative Policy, General Studies; Business & Finance

Position 410102: Strategic Grant Initiatives

DOC; Division: Division of Management Services

Remote Work: No

Pay Range: \$19.07 - \$19.07

Location: Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position will support the Bureau of Budget and Facilities Management in identifying grant opportunities, creating internal processes to manage new and existing agency grants, and drafting new discretionary grant proposals.

Requested Knowledge, Skills, and Abilities:

Internet research, project management, meeting planning, writing and editing, analyzing information and preparing summary documents

Related areas or interest or study: Grants; Project Management; Analysis; Report Writing; Research

Position 115108: Alice in Dairyland Recordkeeping Intern

DATCP; Division: Marketing & Outreach Center

Remote Work: No

Pay Range: \$14 - \$17.46

Location: 2811 Agriculture Drive,
Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 24 (3 days
per week)

Job Description and Duties: Intern would provide historical recordkeeping and organization for a 75-year program. The work would be supporting the Alice in Dairyland program, a full time public relations spokesperson hired yearly, who promotes Wisconsin agriculture throughout the state and nation. Intern would review the mandated state requirements for records disposition and then work on inventorying photos/images and digitally cataloging and organizing all of the historical pieces into a searchable format for future. The intern will also assist organizing storage areas as well as a coordinating a history-display wall at DATCP. Some of the intern's work could also involve work with the Wisconsin Historical Society.

Requested Knowledge, Skills, and Abilities:

Basic knowledge in marketing. Good writing and communication ability, and excellent organizational skills. Experience digitally cataloging and organizing records is preferred. Experience working with multiple computer applications (i.e., Microsoft Office, Adobe Creative Suite, SharePoint, etc.).

A student who is studying curation would be very desirable, but not required.

Knowledge of agriculture or food industry preferred but not required.

Related areas or interest or study: History; Sociology; Curation; Recordkeeping; Library Science

Position 370108: Visitor Services Associate

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$15 - \$15

Location: Baraboo - Devils Lake State
Park

Number of Hires: 4

County: Sauk

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Positions are responsible for greeting park visitors, selling vehicle admission stickers, registering campers, fielding questions about the park or property and recreation opportunities, along with a variety of other administrative and financial duties.

Requested Knowledge, Skills, and Abilities:

Ability to work independently, be self-motivated and punctual. Ability to work a modified schedule; nights, weekends, holidays, etc. Ability to communicate effectively with co-workers and the public.

Preferred qualifications

Customer service and cash handling experience. Knowledge and experience working with computers

Related areas or interest or study: Environmental Science, Conservation Science, Natural Resources

Position 370122: Parks & Rec Specialist

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$13 - \$15

Location: Interstate Falls State Park

Number of Hires: 1

County: Polk

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: These positions are responsible for a combination of outdoor maintenance and/or groundskeeping 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.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Willingness to learn
- Ability to work nights and weekends as needed
- Excellent oral and written communication skills

Preferred Qualifications

- Cash handling experience
- Experience with lawn care equipment
- Knowledge of outdoor recreation

Related areas or interest or study: General Studies; Environmental Science, Ecology, Biology, Conservation

Position 370126: Visitor Services Associate

DNR; Division: Fish, Wildlife, Parks

Remote Work: No

Pay Range: \$14 - \$14

Location: Boulder Junction – Northern
Highland American Legion State
Forest

Number of Hires: 4

County: Vilas

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Positions are responsible for greeting park visitors, selling vehicle admission stickers, registering campers, fielding questions about the park or property and recreation opportunities, along with a variety of other administrative and financial duties.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

Ability to work independently, be self-motivated and punctual. Ability to work a modified schedule; nights, weekends, holidays, etc. Ability to communicate effectively with co-workers and the public.

Preferred qualifications: Customer service and cash handling experience.
Knowledge and experience working with computers

Related areas or interest or study: Environmental Science, Conservation Science, Natural Resources

Position 445105: Referral/Orientation Coordinator

DWD; Division: Vocational Rehab

Remote Work: Yes

Pay Range: \$16 - \$19

Location: Madison or Milwaukee

Number of Hires: 1

County: Dane or Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 15 - 20

Job Description and Duties: Process Division of Vocational Rehab (DVR) referrals and applications in the case management system. Reach out to each applicant to explain DVR services and process application to DVR's Eligibility Unit. Also assist with setting up initial appointments for consumers once eligibility has been determined.

Requested Knowledge, Skills, and Abilities:

Customer service related experience in a business or educational setting. Experience handling multiple tasks simultaneously and completing them by established deadlines. Ability to work independently. Interest in promoting successes of individuals with disabilities in the workplace. Proficient in Microsoft Word and Excel.

Related areas or interest or study: General Studies; Occupational Therapy

Position 435106: Program & Policy Analyst

DHS; Division: Division of Care and Treatment Services

Remote Work: Yes (3 days per week)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$17.25 - \$18**pay may be higher for higher levels of ed

Number of Hires: 1

Job Description and Duties: The Program and Policy Analyst (PPA) intern will initially be tasked with shadowing program staff in the normal course of business. The intern will be invited to participate in training activities to learn more about the current systems in place and to provide context for programs administered by the Bureau of Prevention, Treatment, and Recovery in DCTS. This individual will be assigned short-term projects related to programs and work being performed within the bureau and based on their areas of interest. We seek an individual with a positive attitude and a genuine enthusiasm for being a part of both program and policy development serving individuals with behavioral health needs. The PPA should have critical thinking and analytical skills; be proficient in MS Office; have excellent problem solving/written and verbal communication skills; and possess the ability to convey complex information to a lay audience. The intern should be organized and able to work independently, but feel comfortable asking for help from a team when needed. In addition, this person should be someone who can analyze data, and assess program and policy issue alternatives from a variety of sources. The PPA intern will also assist in identifying the implications of policy and/or issue options for the purpose of developing recommendations which is an important part of our bureau's work.

Requested Knowledge, Skills, and Abilities:

- Ability to analyze program policies, state and federal regulations.
- Ability to draft issue papers with policy/program recommendations; prepare issue papers on assigned topics and subject areas; and participate in selected work groups and committees.

- Excellent reading comprehension and research paper composition; maintaining information and records confidentiality; website management.
- Verbal and written communication skills.
- Project outreach and interviewing skills
- Skill in Microsoft Word; Excel, Power Point and Outlook calendaring.

Preferred: Master's level student.

Related areas or interest or study: Administrative Policy; Health Sciences; Behavioral Health

Health Sciences & Human Services Internships

Position 435104: Nurse Intern

DHS; Division: Winnebago Mental Health Institute

Remote Work: No

Pay Range: \$21.88 - \$21.88

Location: Oshkosh (WMHI)

Number of Hires: 2

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The intern will work alongside Registered Nurses and participate in routine nursing activities. In addition, the intern will complete delegated direct patient care tasks as assigned and assist in planning and implementing care for complex psychiatric patients under the direction of Registered Nurses.

Requested Knowledge, Skills, and Abilities:

Required:

- Current CNA certification required
- Current enrollment in accredited Nursing Program required

Related areas or interest or study: Nursing; Health Sciences; Psychology

Position 435107: Nutrition Project Assistant

DHS; Division: Winnebago Mental Health Institute

Remote Work: No

Pay Range: \$15.25 - \$16

Location: Oshkosh (WMHI)

Number of Hires: 1

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 30-40

Job Description and Duties: This intern will process diet orders, complete and maintain diet food production records, participate in the Nutrition Services department Quality Improvement projects and assist the Clinical Dietitians in patient assessments, nutrition counseling and staff training.

Requested Knowledge, Skills, and Abilities:

- Ability to work independently as well as collaboratively with others
- Ability to adapt to changing needs and be dependable and detail-oriented.

Preferred: Experience working with any food service software program.

Related areas or interest or study: Nutrition; Health Sciences

Position 435111: Recreational Therapist Intern

DHS; Division: Wisconsin Resource Center

Remote Work: No

Location: Oshkosh (WRC)

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.25 - \$18** pay may be higher for higher levels of education

Number of Hires: 2

Job Description and Duties: This intern position will work with a Therapist 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.
- 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.
- Ability to observe and document participants, reactions, and progress.
- Ability to use a variety of modalities to help maintain or improve physical, cognitive, social, and emotional well-being.

Related areas or interest or study: Psychology; Physical Therapy; Rehabilitation

Position 435115: Psychological Services Intern

DHS; Division: Central Wisconsin Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Madison (CWC)

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The Psychological Services Intern will work with residents who are intellectually and developmentally disabled, performing tasks including: observe behavior (at times severe), help analyze behavior, do interventions with direct help from experienced clinicians, keep records for team coordination, and help with quality improvement projects.

Requested Knowledge, Skills, and Abilities:

- Written and oral communication skills
- Proficient with Microsoft Office Suite programs
- Skilled in behavior analytic observations
- Interest or experience working with individuals with intellectual or developmental disabilities
- Ability to move fluidly to help with interventions and active treatment, as well as to respond in crisis situations.

Related areas or interest or study: Psychology; Behavioral Science; Rehabilitation

Position 435130: Substance Use Disorder (SUD) Department Intern

DHS; Division: Wisconsin Resource Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Oshkosh (WRC)

Number of Hires: 2

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: Under the general supervision of the Substance Use Disorder (SUD) Clinical Coordinator, this intern will provide support, organization, development, coordination, implementation, evaluation and monitoring of specialized clinical treatment programs which meet the needs of residents who suffer with coexisting problems of mental illness and substance abuse. This position also collects, compiles, evaluates, translates, organizes and presents the data collected related to the SUD programming services offered at WRC. Additional responsibilities include filing and records management, tracking, organizing SUD program supplies and materials. The SUD Department Assistant would also assist with processing ATR referrals as well as a variety of other tasks to increase their knowledge in SUD and mental health and to support the SUD Department.

Requested Knowledge, Skills, and Abilities:

- Skill in Microsoft Office with a focus on Microsoft Excel.
- Skills in spreadsheet management, organizing and presenting collected data, filing and record management and working independently.
- Knowledge of trauma informed care as well as evidenced based programming.
- Interest in the mental health, addiction and/or co-occurring disorder fields.

Related areas or interest or study: Data Analysis

Position 435133: Recreational/Music/Art/Vocational Therapy Assistant Interns

DHS; Division: Southern Wisconsin Center

Remote Work: No

Pay Range: \$15.25 - \$16

Location: Union Grove (SWC)

Number of Hires: 2

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: Up to 40

Job Description and Duties: The Therapy Assistant intern will 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. In addition, the intern will 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 learning how to be creative with programs and how to adapt activities to the individual's needs (i.e. horticulture, science, community outings, adaptive sports, etc.).

Related areas or interest or study: Physical Therapy; Behavioral Sciences; Kinesiology; Rehabilitation

Position 435134: Electronic Health Records (EHR) Assistant

DHS; Division: Southern Wisconsin Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Union Grove (SWC)

Number of Hires: 1

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: The intern will support activities related to end user implementation and ongoing training of the Electronic Health Record (EHR) system within and across Southern Wisconsin Center (SWC). The intern will work with SWC's EHR Analyst and the Division's Office of Electronic Health Records on strategies to improve the use and practicality the EHR system.

Requested Knowledge, Skills, and Abilities:

- Education, interest, and/or experience in the field of Health Information Management and Quality Improvement.
- Skill in interpersonal relationship building and communications across diverse interests and stakeholders.
- Skill in mentoring and hands on teaching adult learners of various educational backgrounds.
- Proficiency in Microsoft programs such as Outlook, Word, Excel, PowerPoint, and Access.
- Ability to quickly learn and understand care provision and documentation work flows.

Related areas or interest or study: Medical Records; Healthcare Administration

Position 435137: Food Services Systems Intern

DHS; Division: Central Wisconsin Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Madison (CWC)

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the Food Service Systems Administrator, the intern will focus on technology used within food and nutrition services. The intern will gain experience with food service software systems. A major component of this work will be to standardize the format and workflow of data entry, enter data, generate reports, and assess improvements. Areas of focus may include and are not limited to food service purchasing, nutritional analysis, diet compliance, recipe development, interface of Electronic Health Record to the Food Service Operating system, and food service equipment monitoring.

Requested Knowledge, Skills, and Abilities:

- Ability to work with a variety of stakeholders to gather needed information and complete analysis of flow of information within the food service departments.
- Knowledge of food service operations, nutrition, medical nutrition therapy.
- Math skills
- Computer skills including Microsoft Office Word and Excel.
- Organization skills and attention to detail.
- Excellent verbal and written communication skills, as well as have good interpersonal skills.
- Ability to work both independently and on a variety of teams.

Preferred: Enrolled in a dietetics or food services management program.

Related areas or interest or study: Nutrition; Health Sciences

Position 435140: Data Analyst - Psychology

DHS; Division: Wisconsin Resource Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Oshkosh (WRC)

Number of Hires: 1

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 15

Job Description and Duties: The student intern will work with psychology staff at Wisconsin Resource Center (WRC) to collect, organize, enter, and analyze treatment outcome data for various mental health treatment programs at WRC. Dependent on knowledge and experience, the student may also have opportunities to observe the administration of various psychological tests and assist with the administration of certain tests under the supervision of psychology staff.

Requested Knowledge, Skills, and Abilities:

- Interest in psychology.
- Skill with basic word processing and data entry systems (e.g., Excel Spreadsheets)
- Interest in pursuing a career in the field of mental health.

Preferred:

- Completed coursework in statistics, abnormal psychology/psychopathology, or other courses pertaining to mental health careers.

Related areas or interest or study: Psychology; Rehabilitation

Position 435141: Wisconsin Well Woman Program Assistant

DHS; Division: Division of Public Health

Remote Work: Yes (1 day)

Pay Range: \$17.25 - \$18

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 24

Job Description and Duties: The primary goal of the Wisconsin Well Woman Program (WWWP) is to reduce mortality from breast and cervical cancers by increasing the number of low-income women who are routinely screened, and by improving the quality of screening, referral and follow-up. This internship position would assist the program team with a project related to WWWP clinical services. This project would include:

- Reviewing the WWWP clinical services accessed at the client level
- Comparing clinical services received provided with WWWP clinical guidelines
- Developing a clinical service report

This position will have the opportunity to work with the WWWP network of 40 health care provider organizations as well as with health departments around the state. This position will also have the opportunity to work with the WWWP's "Reducing Breast Cancer Disparities Leadership" as well as the program's numerous community-based and academic providers.

Requested Knowledge, Skills, and Abilities:

- Interest in breast and cervical cancer prevention and detection.
- Skill in quality improvement, data review and research.
- Organizational and computer skills.
- Ability to manage time and be detail oriented.
- Knowledge of the importance of maintaining confidentiality requirements

- Ability to work both independently and as part of a team.

Related areas or interest or study: Women's Health; Public Health; Healthcare Administration and Policy

Position 435113: Social Services Support Intern

DHS; Division: Winnebago Mental Health Institute

Remote Work: No

Location: Oshkosh (WMHI)

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: This Social Services Support Intern would be responsible for assisting with the Discharge and Readmission Review Committee initiative and program improvement implementation. This student would offer assistance with some day to day social work duties. In addition, the intern would assist with delivery of the patient satisfaction survey as well as possible review of data collected. The intern will also assist with updating the Social Services handbook.

Requested Knowledge, Skills, and Abilities:

- Knowledge of computer programs
- Ability to self-direct and work independently
- Ability to work as a member of a team
- Strong organizational skills
- Interest in mental health

Related areas or interest or study: Administrative Policy; Social Work; Psychology; Sociology

Position 410111: Treatment Specialist-Intern

DOC; Division: DAI/DOC/PDCI

Remote Work: No

Pay Range: \$17.78 - \$17.78

Location: Prairie du Chien

Number of Hires: 1

County: Crawford

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: 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.

Requested Knowledge, Skills, and Abilities:

Knowledge of group facilitation, treatment techniques related to evidenced based practices, effective oral, written, and interpersonal communication skills, including use of computer, group dynamics, communication and interviewing skills, effects of substance use, cultural awareness, multi-disciplinary teams, community resources, criminal justice system, problem identification and solving techniques, and/or security. At minimum, must be enrolled in an associate's degree program in a Human Services discipline.

Related areas or interest or study: Social Work; Treatment; Counseling; Case Planning; Case Management; Records; Data; Research

Position 410112: Treatment Specialist/Social Workers

DOC; Division: Division of Adult Institutions, Redgranite Correctional

Remote Work: Some

Location: Redgranite

County: Waushara

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$17.78

Number of Hires: 2

Job Description and Duties: Reporting directly to the Program Supervisor, under close supervision, this position will be trained and shadow permanent employees already completing the various duties noted throughout the position description. This position is responsible for assisting with the provision of 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. Training, shadowing and learning the various treatment modalities will be provided by mentors and DOC training resources. 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 intern will learn and 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. The intern will learn strengths based treatment options, motivational interviewing and trauma informed treatment options.

The intern shall comply with the Department's administrative rules and the agency's policies and procedures including those related to the Department's overall Reentry philosophy of using evidence-based strategies, practices and programs which target an PIOC's individual criminogenic needs and risk level

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.

Related areas or interest or study: Social Work; Treatment; Counseling; Case Planning; Case Management; Records; Data; Research

Position 410114: Social Worker

DOC; Division: DAI/Racine Youthful Offender Correctional Facility

Remote Work: No

Pay Range: \$20.79 - \$20.79

Location: Racine

Number of Hires: 1

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: This position assesses problems and capabilities of assigned persons in our care; formulates case plans; monitors progress; provides counseling; and develops and refers them to appropriate institution and community resources upon transfer or release. Some of the tasks are governed by Administrative Rules, Department of Corrections and/or Institution mandates. In addition, treatment efforts are coordinated with other institution and unit staff, parole agents, family members and/or community resources.

Requested Knowledge, Skills, and Abilities:

Experience applying social work methods and treatment techniques

Knowledge of dynamics of human relations, including the dynamics of dealing with intellectual, academic, emotional, physical or social disabilities

Experience facilitating group and individual counseling

Knowledge of culturally different values

Experience applying motivational interviewing techniques

Experience identifying and solving problems

Knowledge of investigation procedures

Experience in case planning

Knowledge of community resources and support programs

Related areas or interest or study: Social Work; Treatment; Counseling; Family Case Planning; Case Management

Position 410115: Social Services, criminal justice, or human services internship

DOC; Division: DAI/WSPF

Remote Work: No

Pay Range: \$17.78 - \$17.78

Location: Boscobel

Number of Hires: 1

County: Grant

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: We have a check list for interns who come to WSPF which includes participating in essential programs and groups, shadowing various departments, learning and assisting with the visitor questionnaires, learning and assisting with in cell programming and interactive journaling, and working on reentry initiatives and projects. We also find one project for the intern to work on throughout their time with us, in the past this has included collecting restrictive housing information, data, and comparing program completions with those who don't; redoing reentry resource room, doing a moon cycles study, remaking all programming charts and laminating, starting a forgiveness group. We work with the student to determine their interest and then come up with a larger project which will benefit them and the institution. I've also attached the internship checklist we use to assure the interns cover various areas including probation and parole visit, treatment court, PDCI visit. This also allows for interns to see various processes such as conduct reports, administrative confinement hearings, classification hearings, and get a well rounded understanding of corrections.

Requested Knowledge, Skills, and Abilities:

For those coming to work with us we are looking for someone who is going to school for a social work, criminal justice, or related field. We have had 2 year vocational students doing internships for social services, 4 year undergrads doing social worker training certificate hours, and masters level doing clinical supervision. Knowledge and skills would include use of computers and various computer software, an understanding of basics about human behavior, and a willingness to learn new and different things.

Related areas or interest or study: Social Work; Treatment; Counseling; Case Planning; Case Management; Records; Data; Research

Position 410108: Treatment Intern

DOC; Division: DJC- CLS/LHS

Remote Work: No

Location: Irma

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$17.78

Number of Hires: 3

Job Description and Duties: Duties include: Developing and coordinating overall treatment programming for youth; providing direct service and intervention to youth; providing consultation, orientation and training to treatment team members and institution staff

Requested Knowledge, Skills, and Abilities:

Knowledge of interviewing and counseling techniques including behavior modification and motivational interviewing

Knowledge of methods of effective written, oral and interpersonal communications.

Knowledge of group leadership techniques.

Knowledge of concise record keeping and organizational techniques.

Skill and ability to advocate for youth.

Knowledge of treatment modalities, including group and individual counseling.

Knowledge of effective training techniques.

Related areas or interest or study: Treatment Specialist; Coordinator; Program Manager; Counselor; Trainer

Position 410110: Social Worker, Intern

DOC; Division: DAI, MSDF

Remote Work: Possibly

Pay Range: \$20.79 - \$20.79

Location: Milwaukee

Number of Hires: 2

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 30

Job Description and Duties: Group facilitation, reclassification, visitor form approval, release planning, case planning, goal setting, case management, family demise calls, working with client families, paperwork assistance

Requested Knowledge, Skills, and Abilities:

Minimum enrollment in accredited Social Work Program.

Related areas or interest or study: Social Work; Counseling; Family Case Planning; Case Management

Position 410117: Probation and Parole Agent-Intern

DOC; Division: DCC Unit 118

Remote Work: Some

Location: TBD - likely Madison

County: Dane or surrounding

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20.79 - \$20.79

Number of Hires: 10

Job Description and Duties: Probation and Parole Agents, and therefore interns, are responsible in conjunction with their mentor, for enforcing departmental rules, Wisconsin Statutes and conditions of probation and parole to protect the public and to provide services to rehabilitate offenders. Conduct investigations; develop, implement, and monitor offender case plans; conduct home visits; issue apprehension requests; collect urine samples for drug assessment; provide counseling; prepare written reports and maintain records. Provide surveillance of offenders through frequent contacts and electronic monitoring; respond to violations appropriately.

Requested Knowledge, Skills, and Abilities:

The best qualified applicants will have education, training and/or experience related to evidence-based practices, social work methods, and/or case management techniques. Further, the best qualified applicants will have education, training and/or experience related to assessing needs, interviewing, counseling and treatment techniques.

Related areas or interest or study: Case management; Counseling; law enforcement; social work; case planning

Position 410118: Probation and Parole Agent

DOC; Division: Unit 301

Remote Work: Some

Location: Milwaukee

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20.79 - \$20.79

Number of Hires: 1

Job Description and Duties: Work is performed under close supervision of the Corrections Field Supervisor. Responsible for monitoring a caseload of individuals placed on court-ordered supervision. All case activity will require consultation and approval of the supervisor. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

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.

These activities will require the ability to react quickly and work effectively in emergency situations using Departmental training. Duties require physical ability to gain access to all types of buildings and operate in all weather conditions with or without accommodation.

Requested Knowledge, Skills, and Abilities:

Knowledge of correct grammar, punctuation, and sentence structure

Knowledge of the dynamics of human relations

Ability to identify and solve problems effectively

Knowledge of culturally different values and work effectively with a diverse staff and client populations

Ability to work in stressful situations while maintaining professional composure/safe work conditions

Proficient computer skills

Ability to effectively prioritize and manage workload using organizational techniques

Knowledge of statutes/administrative rules

Knowledge of criminal justice system/legal procedures

Knowledge of available community resources and purchase of service systems

Knowledge of effective interviewing techniques

Knowledge of body contents collection

Knowledge of investigation procedures

Knowledge of evidence-based practices and case management techniques

Knowledge of SUD issues and treatment techniques

Knowledge of principles of client classification

Knowledge of electronic monitoring systems

Ability to work under all weather conditions

Ability to read, understand and follow agency policies

Related areas or interest or study: Case management; Counseling; law enforcement; social work; case planning; Investigation

Position 410119: Probation and Parole Agent

DOC; Division: DCC Unit 322

Remote Work: Some

Location: Milwaukee

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20.79 - \$20.79

Number of Hires: 1

Job Description and Duties: Work is performed under close supervision of the Corrections Field Supervisor. Responsible for monitoring a caseload of individuals placed on court-ordered supervision. All case activity will require consultation and approval of the supervisor. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

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.

These activities will require the ability to react quickly and work effectively in emergency situations using Departmental training. Duties require physical ability to gain access to all types of buildings and operate in all weather conditions with or without accommodation.

Requested Knowledge, Skills, and Abilities:

Ability to communicate effectively orally and in writing

Knowledge of correct grammar, punctuation, and sentence structure

Knowledge of the dynamics of human relations

Ability to identify and solve problems effectively

Knowledge of culturally different values and work effectively with a diverse staff and client populations

Ability to work in stressful situations while maintaining professional composure/safe work conditions

Proficient computer skills

Ability to effectively prioritize and manage workload using organizational techniques

Knowledge of statutes/administrative rules

Knowledge of criminal justice system/legal procedures

Knowledge of available community resources and purchase of service systems

Knowledge of effective interviewing techniques

Knowledge of body contents collection

Knowledge of investigation procedures

Knowledge of evidence-based practices and case management techniques

Knowledge of SUD issues and treatment techniques

Knowledge of principles of client classification

Knowledge of electronic monitoring systems

Ability to work under all weather conditions

Ability to read, understand and follow agency policies

Related areas or interest or study: Case management; Counseling; law enforcement; social work; case planning; Investigation

Position 410120: Probation and Parole Agent

DOC; Division: DCC Unit 334

Remote Work: Some

Location: Milwaukee

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20.79 - \$20.79

Number of Hires: 1

Job Description and Duties: Work is performed under close supervision of the Corrections Field Supervisor. Responsible for monitoring a caseload of individuals placed on court-ordered supervision. All case activity will require consultation and approval of the supervisor. Decisions resulting in serious consequences for the client or community require prior approval by the supervisor.

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.

These activities will require the ability to react quickly and work effectively in emergency situations using Departmental training. Duties require physical ability to gain access to all types of buildings and operate in all weather conditions with or without accommodation.

Requested Knowledge, Skills, and Abilities:

Ability to communicate effectively orally and in writing

Knowledge of correct grammar, punctuation, and sentence structure

Knowledge of the dynamics of human relations

Ability to identify and solve problems effectively

Knowledge of culturally different values and work effectively with a diverse staff and client populations

Ability to work in stressful situations while maintaining professional composure/safe work conditions

Proficient computer skills

Ability to effectively prioritize and manage workload using organizational techniques

Knowledge of statutes/administrative rules

Knowledge of criminal justice system/legal procedures

Knowledge of available community resources and purchase of service systems

Knowledge of effective interviewing techniques

Knowledge of body contents collection

Knowledge of investigation procedures

Knowledge of evidence-based practices and case management techniques

Knowledge of SUD issues and treatment techniques

Knowledge of principles of client classification

Knowledge of electronic monitoring systems

Ability to work under all weather conditions

Ability to read, understand and follow agency policies

Related areas or interest or study: Case management; Counseling; law enforcement; social work; case planning; Investigation

Position 410121: Probation and Parole Agent

DOC; Division: Region 4, Unit 417

Remote Work: No

Pay Range: \$20.79 - \$20.79

Location: De Pere or Oneida

Number of Hires: 1

County: Brown or Oneida

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Job Description and Duties: Learn the role of a Probation & Parole Agent; work with client on supervision; work with community stakeholders and treatment providers

Requested Knowledge, Skills, and Abilities:

time management; effective communication - written and verbal; conflict resolution.

Prefer those with experience and/or education in social work, psychology, sociology, or criminal justice.

Related areas or interest or study: Case management; Counseling; law enforcement; social work; case planning; Investigation

Position 410123: Treatment Specialist 1

DOC; Division: Division of Community Corrections/Treatment Unit

Remote Work: Yes

Location: Appleton; Sheboygan

County: Outagamie; Sheboygan

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$17.78

Number of Hires: 2

Job Description and Duties: Facilitate programming identified by client's needs utilizing DOC approved curriculum as it is written and trained, providing direct intervention and service to program participants. Administer and interpret a standard Substance Use Disorder assessment for consideration of appropriate level of service. Work collaboratively with DCC staff to promote and coordinate referrals, provide feedback, and appear as necessary at staff meetings to provide information and training.

Requested Knowledge, Skills, and Abilities:

Knowledge of dynamics of human relations, interviewing techniques, problem identification and problem solving techniques, cultural awareness, criminal justice system, and community resources. Candidate must have effective oral, written and interpersonal communication skills, knowledge of evidenced based programming, effects of alcohol and drugs in human beings, techniques for facilitating group and individual counseling, and knowledge and skill in administering and interpreting assessment instruments.

Related areas or interest or study: Social Work; Treatment; Counseling; Case Planning; Case Management

Position 435110: Infection Control Support Intern

DHS; Division: Mendota Mental Health Institute

Remote Work: No

Pay Range: \$15.25 - \$16

Location: Madison (MMHI)

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30-40

Job Description and Duties: The intern will assist the department with audits and infection control projects. Duties include: researching and gathering information for the department; quality improvement projects and analysis; day to day program activities such as education material preparations, hospital surveillance, data management and spreadsheets; and respiratory protection program assistance.

Requested Knowledge, Skills, and Abilities:

- Ability to work independently.
- Knowledge of Microsoft Office Suite including Excel.
- Effective written and oral communication skills.
- Organizational skills
- Ability to multi-task.

Preferred:

- Experience in healthcare environment and dealing with confidential information.
- Experience in office setting.

Related areas or interest or study: Public Health, Pathology; Infectious Disease; Data Analysis

Position 435116: Medical Equipment Technician

DHS; Division: Winnebago Mental Health Institute

Remote Work: No

Pay Range: \$15.25 - \$16

Location: Oshkosh (WMHI)

Number of Hires: 1

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Under the general direction of the Nursing Supervisor, in collaboration with Medical Storage staff, the intern will perform duties including maintaining and tracking medical equipment for the facility, ensuring availability of safe equipment for patient use enhancing patient outcomes. The intern will track biomedical inspections on medical equipment, perform simple maintenance on medical equipment, and maintain maintenance records.

Requested Knowledge, Skills, and Abilities:

- Ability to read, write, comprehend, speak, hear and communicate the English language to fill out forms, reports, and relay pertinent information.
- Ability to read and understand complex written and verbal directions, instructions, and diagrams and use of specialized vocabulary, abbreviations, and charting systems.
- Ability to respond appropriately according to written and verbal guidelines.
- Ability to work independently and cooperatively with others.
- Ability to add, subtract, and do basic mathematics.
- Ability to utilize tools for minor repair and assembly of some medical equipment.
- Knowledge of tools needed for assembly and repair.
- Computer literacy for tasks such as typing, data entry, and Web TMA.
- Ability to use Microsoft Word, Access, and Excel.
- Ability to meet physical requirements, including but not limited to: Lifting 50 pounds, ability to bend, kneel, crawl, push and pull carts, etc.

Related areas or interest or study: Medical Equipment; Laboratory Sciences; STEM

Information Technology (IT) Internships

Position 395104: IT Support Technician

DOT; Division: Division of Budget Management

Remote Work: Yes, depending on workload

Pay Range: \$17 - \$22

Location: Madison & Waukesha

Number of Hires: 2

County: Dane, Waukesha

An () indicates the position is 100% remote*

Expected Hours Per Week: varies based on scheduling

Job Description and Duties: This position works as a member of the IT Support team and IT Support teams, under the close progressing to limited supervision of the IT Madison and IT Regional Support Supervisors. The IT Support Team is the central point of contact for all IT related incidents and service requests. The role of the IT Support Technician is to provide support for consumers utilizing the Department of Transportation IT services. The IT Support Technician is responsible for logging incidents and service requests and resolving basic support requests ensuring that service levels and targets are achieved as well as meeting customer satisfaction and continuous service delivery demands.

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 stakeholders, 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 experience

Related areas or interest or study: IT Support, STEM

Position 435103: System Support Specialist

DHS; Division: Division of Care and Treatment Services

Remote Work: Yes (3 days per week)

Pay Range: \$17.25 - \$18

Location: Madison

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 25-40

Job Description and Duties: The System Support Specialist Intern will work within the Office of Electronic Health Records (EHR). They will be responsible for managing and triaging a training inbox. The intern will also triage, organize, and track support tickets and prepare documentation for training EHR groups. The position will provide facilitation, support, and tracking for meetings. Additionally, the intern will engage in system build and testing.

Requested Knowledge, Skills, and Abilities:

- Ability to use Microsoft Office suite products including Word, Excel, Access and Outlook.
- Project organization and tracking skills.
- Analytical thinking skills.
- Customer service skills.
- Ability to work independently and as part of a team.

Related areas or interest or study: Medical Records; Health Sciences

Position 435109: IT Desktop Support Intern

DHS; Division: Division of Enterprise Services

Remote Work: No

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.25 - \$18

Number of Hires: 2

Job Description and Duties: The intern will perform activities in support of Department of Health Services (DHS) operations. The technician in this position provides hands-on support of DHS desktops, laptops, and printers with a primary focus on resolving technical problems. The technician in this position must be focused on customer service. The intern will work under close supervision of the Desktop Management and Support Section Manager.

Requested Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Windows, PC maintenance, technical support techniques and procedures.
- Knowledge of problem management and service request systems.
- Knowledge of problem solving and conflict management techniques.
- Ability to multi-task.
- Effective oral and written communication skills.
- Effective customer service skills.

Related areas or interest or study: Information Technology

Position 435131: Member Application Support Intern

DHS; Division: Division of Medicaid Services

Remote Work: Yes (3 days)

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: The intern will assist in the review and drafting of project documentation, and will participate the software development life cycle. The work will include assisting staff with the enhancement and support of member facing applications, ACCESS and myACCESS. The intern will learn how the Division of Medicaid Services is leveraging technology to engage and support Medicaid members and managing their benefits.

Requested Knowledge, Skills, and Abilities:

- Ability to interpret technical writing
- Ability to multi-tasking and handle competing priorities.
- Ability to use computer systems and programs including Microsoft Office Suite.
- Knowledge of data systems and mobile applications.
- Written and oral communication skills.

Related areas or interest or study: Public Health; Healthcare Policy and Administration

Position 435132: IT Desktop Support Intern

DHS; Division: Southern Wisconsin Center

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Union Grove (SWC)

Number of Hires: 1

County: Racine

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The intern will provide IT customer support, including application, desktop, and hardware. The intern will provide assistance to the IT team as needed.

Requested Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Windows 10, MS Office 365, MS Outlook and Teams.
- Knowledge of Apple IOS devices.
- Ability to communicate clearly and the desire to provide great customer service.

Related areas or interest or study: Desktop Support; Computer Science

Position 370128: IS Business Automation Intern - Senior

DNR; Division: Internal Services

Remote Work: Yes

Pay Range: \$18 - \$20

Location: Downtown Madison

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: This position will provide administrative support to the DNR Information Technology Chief Information Officer and Information Technology Director. In-person equipment pickup and orientation required.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Ability to do detailed oriented work and to perform tasks with a high level of accuracy, while keeping an eye on the big picture.
- Ability to demonstrate realistic prioritization, time management and organizational skills.
- Experience in helping direct Staff to relevant processes, guidelines and information.
- Experience in coaching or mentoring other staff.
- Experience working across teams in an organization.
- Advanced knowledge of tracking tools and technologies such as Excel, Microsoft Project, SharePoint, PowerPoint, etc. to plan, track, monitor, report progress.
- Exceptional critical thinking, strong organizational, analytical, project management, multitasking, and collaboration skills with internal and external staff and organizations.
- Exceptional verbal and written communication skills; expertise in setting and managing customer expectations.

Preferred Qualifications

- Skill in remaining flexible and adaptable in the face of changing priorities.
- Skill in working across teams in an organization.
- Skill in diverse business needs, with the ability to establish and maintain a high level of customer trust and confidence.
- Knowledge of common IT processes (ITIL, ITSM, Agile, etc)
- Ability to communicate effectively to both technical staff and non-technical staff.
- Skill or knowledge in budget
- Ability to quickly learn requirements around grants management
- Skill in computer operations including Windows, word processing, data base, spread sheet programs, electronic calendaring and the Internet (world wide web).

Related areas or interest or study: Information Technology

Position 225101: Broadcast IT Support

Educational Communications Board (ECB); Division: Engineering

Remote Work: No

Location: 3319 W Beltline Hwy,
Madison

Pay Range: \$21 - \$21

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Job Description and Duties: Under close supervision of the Media Program Supervisor of the Broadcast IT (BIT) unit, this position primarily provides services to plan, deploy, and support all aspects of ECB's broadcast information technology (BIT) infrastructure, including:

- o ECB's BIT-related networks (BITRN), including Broadcast Services, Engineering, Emergency Alert System (EAS), National Weather Service Radio (NWS), and Administrative Wide Area Networks (WANs);
 - o ECB's Operations Center (OC) systems, networks, and related equipment;
 - o ECB's interconnections with edge providers and constituents;
 - o Broadcast equipment attached to ECB's BITRNs;
 - o Specification, acquisition, installation, modification, maintenance, security, and support of all BIT and BITRN-attached equipment and systems
- In addition, this position supports related ECB technical activities, including specification, acquisition, installation, modification, and maintenance of traditional broadcast/telecommunications equipment and systems.
- ECB will provide training

Requested Knowledge, Skills, and Abilities:

Basic IT troubleshooting skills,

- Strong customer service skills.
- Basic knowledge of Windows server, Windows desktops, and Cisco products.

- Effective, clear and accurate written and verbal communications
- Willingness to learn

Bonus if candidate also has:

- Basic knowledge of networking standards
- Basic understanding of network security best practices
- Basic understanding of programming language(s)

Related areas or interest or study: Information Technology

Position 515101: MiddleWare/DevOps Technician

ETF; Division: Division of Management Services/Development, DBA, & Middleware Section

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$22.55 - \$22.55

Number of Hires: 1

Job Description and Duties: Intern would participate on the MiddleWare/DevOps team to build new Liberty Hosting platform, deploy applications, create scripts to automate processes or tasks, assist with setting up automation integrations with GitHub and participate in MiddleWare support activities. Intern will work with both application developers and infrastructure teams and participate in Change Management meetings. The Intern will assist with providing support on Linux servers, WebSphere /Liberty Application Hosting and TomCat platforms. Intern will have the potential to work with monitoring tools, establishing alerts, and creating dashboards and/or visualizations for system metrics.

Requested Knowledge, Skills, and Abilities:

Intern should have knowledge of:

Experience with Linux Servers with exposure to Linux Server Administration

Experience with Basic Networking and firewalls

Experience working with GitHub

Experience working with using MS Teams and collaboration

Knowledge and experience scripting/coding with Python

Be able to work on a team as well as independently

Needs to be able to communicate effectively both written and verb

Related areas or interest or study: Information Technology

Position 445101: IS Systems Development Services Professional - Application Development

DWD; Division: Administrative Services Division - Bureau of Information Technology

Remote Work: Yes (in-person equipment pick-up and orientation)

Location: Downtown Madison

Pay Range: \$22.55 - \$0

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: BITS DET Application Development Team has an internship position for an IS Systems Development Professional that will be actively engaged in learning the Agile Development methodology, participation on an application development team employing best practices, user interface (UI)/user experience (UX) design, application testing, and mobility. The position will learn and develop skills in Agile development with a focus on the application development processes supporting the Division of Employment and Training including scrum meetings, roles and responsibilities of team members, effort estimation, reporting activities, and project deliverables. The position will take an active role in assessing, evaluating, and providing recommendations on the user interface, user experience (UI/UX) with special attention on mobility and access for the public facing applications. The position will also learn and develop skills on testing processes and developing automation.

Requested Knowledge, Skills, and Abilities:

- Experience with using applications on various platforms (business applications, web applications, mobile phone applications)
- Experience in IT programming (coding) preferred but not required
- Ability to review application and business workflows
- Knowledge and skills in testing whether applications meet business rules and requirements

- Evaluating whether an application is easy to learn and use
- * Excellent communication skills

Related areas or interest or study: Information Technology

Position 445102: IS Systems Development Services Professional - Data Integration

DWD; Division: Administrative Services Division - Bureau of Information Technology

Remote Work: Yes (in-person equipment pick-up and orientation)

Location: Downtown Madison

Pay Range: \$22.55 - \$0

Number of Hires: 1

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: BITS Workforce Data Integration System Team has an internship position for an IS Systems Development Professional that will be actively engaged in learning the Agile Development methodology, participation on a data analytics team involved in developing software code to analyze data using statistical models, creating test cases, testing code and analyzing results. The position will learn and develop skills in Agile development, data analytics programming with a focus on the application development processes supporting the WDIS team and creating project deliverables. 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 also learn and develop skills on testing processes and developing automation.

Requested Knowledge, Skills, and Abilities:

- Experience with using software applications on various platforms (business applications such as Word, Excel, web applications)
- Experience in software programming (coding) preferably using Python and/or similar programming languages
- Knowledge of statistical data analysis preferred.
- Ability to review application and business workflows
- Knowledge and skills in testing whether applications meet business rules and requirements

- Evaluating whether an application is easy to learn and use
- * Excellent communication skills

Related areas or interest or study: Information Technology

Position 395101: IS Systems Development Services Professional

DOT; Division: DBM/BITS

Remote Work: YEs

Pay Range: \$18 - \$22

Location: Madison, WI

Number of Hires: 1

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position is also involved in systems analysis and programming services for various DOT systems, as well as assisting project development teams to provide technical design services and testing for innovative IT solutions. This position will work closely and under the direction of other unit team members to support application code in the mainframe, DB2, Oracle environments, create test results, to ensure quality IT systems are delivered on time. This position participates on a team that collectively provides technical information to customers on DOT mainframe, and may also provide input to distributive, web, cloud, and mobile systems. The position works within a team to develop IT solutions that are consistent with departmental and statewide architectures, methodologies, standards, policies, and best practices.

Requested Knowledge, Skills, and Abilities:

1. Ability to meet deadlines and communicate if deadlines are not feasible.
2. Skill in the creation of test cases, as well as testing and general knowledge of testing methodologies.
3. Knowledge and skill of working with one or more other programming languages for project development (COBOL, COBOLII, C, C++, etc.).
4. Knowledge and skill in working with business users to perform systems analysis and provide technical support for maintenance-type activities.
5. Considerable skill in working in a collaborative team environment.
6. Analytical, organization and problem-solving skills.

7. General knowledge of SQL.
8. Ability to communicate well both written and verbally.
9. Ability to utilize Outlook and Microsoft Office Products.
10. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.
11. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Related areas or interest or study: Information Systems, Oracle, STEM

Position 395102: IS Systems Development Services Professional

DOT; Division: DBM/BITS

Remote Work: yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$22

Number of Hires: 1

Job Description and Duties: Under close supervision of the DTIM Support Unit Supervisor, this position provides assistance to a software development team that performs business analysis, project management, and web development using Java Enterprise tools for various enterprise IT projects. The candidate will assist in providing feedback and technical design services to provide innovative IT solutions and support for development teams. Systems serviced by the development team involve multi-platform environments including web, mobile, cloud and GIS. The position works within a team to develop IT solutions that are consistent with departmental and statewide architectures, methodologies, standards, policies and best practices.

Requested Knowledge, Skills, and Abilities:

1. Considerable skill in working and collaborating in a team environment.
2. Ability to meet deadlines and communicate if deadlines are not feasible.
3. Knowledge of developing web application code.
4. Knowledge and/or skill in developing applications for the web (intranet, internet, extranet).
5. Knowledge and/or skill using Java Enterprise tools and development standards.
6. Knowledge of Java IDEs (ie MyEclipse Blue, JavaScript and Junit)
7. Knowledge of Spring Framework.
8. Knowledge of Angular, jQuery, HTML5 and CSS.

9. Knowledge of with Web Services including SOAP and REST.
10. Considerable analytical, organization and problem-solving skills.
11. Skills to build applications that are compliant with department data, process, and application architecture standards.
12. Knowledge of SQL.
13. Ability to communicate well both written and verbally.
14. Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment.

15. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.

Related areas or interest or study: STEM, IT solutions, Information systems

Position 395103: IT Support Technician

DOT; Division: Division of Budget Management

Remote Work: Yes, depending on workload

Location: Madison & Waukesha

County: Dane, Waukesha

An () indicates the position is 100% remote*

Expected Hours Per Week: varies based on scheduling

Pay Range: \$17 - \$22

Number of Hires: 2

Job Description and Duties: This position works as a member of the IT Support team and IT Support teams, under the close progressing to limited supervision of the IT Madison and IT Regional Support Supervisors. The IT Support Team is the central point of contact for all IT related incidents and service requests. The role of the IT Support Technician is to provide support for consumers utilizing the Department of Transportation IT services. The IT Support Technician is responsible for logging incidents and service requests and resolving basic support requests ensuring that service levels and targets are achieved as well as meeting customer satisfaction and continuous service delivery demands.

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 stakeholders, 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 experience

Related areas or interest or study: IT support, STEM

Position 435120: Quality Assurance Intern - Mendota Juvenile Treatment Center Data

DHS; Division: Mendota Mental Health Institute

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Madison (MMHI)

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30-40

Job Description and Duties: Under supervision of the Director of Quality Improvement, the intern will work with the Mendota Juvenile Treatment Center's (MJTC) interdisciplinary team, Information Systems specialists and Electronic Health Record to develop systems for extracting data and reports regarding MJTC's Key Performance Indicators including patient demographics, out of room time, staff and patient injuries, patient and staff surveys, etc.

Requested Knowledge, Skills, and Abilities:

- Strong understanding of Excel, including pivot tables, graphs and charts
- Knowledge of Tableau and SQL
- Ability to analyze and summarize data
- Strong written and verbal communication skills.
- Ability to work effectively within a team

Related areas or interest or study: Healthcare Administration

Position 435121: Quality Assurance Intern - Outcome Measures

DHS; Division: Mendota Mental Health Institute

Remote Work: No

Pay Range: \$17.25 - \$18

Location: Madison (MMHI)

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 30-40

Job Description and Duties: Under supervision of the Quality Improvement Director, the intern will work with the Psychology Director, Information Systems Specialist, Electronic Health Record team and Quality Assurance to develop reports regarding WHO-DAS 2 (a standardized outcome measure) used with Mendota Mental Health Institute patients. The intern will develop both individualized reports and reports with aggregate data. In addition, the intern will conduct analysis and summarize results of analysis, and present summary to clinical staff.

Requested Knowledge, Skills, and Abilities:

- Strong understanding of Excel, including pivot tables, graphs and charts
- Knowledge of Tableau and SQL
- Ability to analyze and summarize data
- Strong written and verbal communication skills.
- Ability to work effectively within a team

Related areas or interest or study: Psychology; Data Analysis; STEM

Position 505109: Assistant IS Specialist

DOA; Division: Facilities and Transportation Services - Bureau of Building Management

Remote Work: Some may be possible

Pay Range: \$15 - \$22.55

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20 - 40

Job Description and Duties: Assist process/quality improvement enhancements to building asset database systems

- Opportunity to learn and execute tools in database systems to make positive impact to the business
- Conduct observations/ interviews and apply findings to enhance building asset information
- Exposure to building management or control systems

Requested Knowledge, Skills, and Abilities:

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

Related areas or interest or study: General Studies; Information Technology

Position 505110: Process Improvement Intern

DOA; Division: Facilities and Transportation Services - Bureau of Building Management

Remote Work: Some may be possible

Pay Range: \$15 - \$20

Location: Milwaukee

Number of Hires: 1

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 20 - 40

Job Description and Duties: Assist with process/quality improvement projects for operational excellence including writing standard operating procedures

- Conduct observations/ interviews and apply findings to create standardized procedures

- Exposure to building management systems and operations in labs and office buildings

Requested Knowledge, Skills, and Abilities:

- 1.) Currently pursuing a degree in Engineering or similar field, preferred but not required.
- 2.) Competent with MS Office applications.
- 3.) Ability to learn and document systems.

Related areas or interest or study: General Studies; Information Technology

Position 445107: Data Analyst

DWD; Division: Unemployment Insurance

Remote Work: Yes

Pay Range: \$20 - \$24

Location: Madison or Menomonee Falls

Number of Hires: 1

County: Dane or Waukesha

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position accesses data sets related to research analysis, management reporting, ad hoc data requests, fraud pattern detection, performance tracking and policy analysis.

Requested Knowledge, Skills, and Abilities:

Data utilization, complex problem solving, critical thinking, resource management, and writing skills. General knowledge of statistics and experience using statistical packages (Excel, SPSS, SAS, R etc.). Knowledge of data visualization tools (Tableau, Excel etc.) and database query languages (SQL etc.).

Related areas or interest or study: General Studies; Information Technology; Data Analysis; Coding

Law, Public Safety, and Regulatory Compliance Internships

Position 435135: Legal Intern

DHS; Division: Office of Legal Counsel

Remote Work: Selected applicants may have a hybrid work arrangement out of any DHS state office building location or depending on the location of the selected candidate fully remote work may be available.

Location: Any DHS Regional Office

County: Statewide*

An () indicates the position is 100% remote*

Expected Hours Per Week: 8-20

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: 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. 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:

Minimum requirement: Applicants for the legal internship should have completed at least one year of law school and be actively engaged in earning credits toward a law degree.

Preferred skills:

- Skill in reading and interpreting state and federal statutes and case law.
- Skill 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.

Related areas or interest or study: Law; Legal Research; Paralegal Studies

Position 445112: Legal Intern

DWD; Division: Office of Legal Counsel

Remote Work: Hybrid telework available

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Pay Range: \$17.25 - \$18

Number of Hires: 1

Job Description and Duties: Conduct legal research, organize and evaluate information related to the programs DWD administers. Perform other duties as assigned including preparing draft memorandum

Requested Knowledge, Skills, and Abilities:

One year of law school required, two years preferred, and must have completed at least one course in legal research and writing. Knowledge of legal terms. Ability to conduct legal research and track changes in statutes and rules applicable to DWD administered programs. Ability to work independently, set priorities and maintain a current workload so as to meet deadlines. Ability to interpret and apply laws and rules as they relate to programs administered by DWD. Ability to communicate effectively, both orally and in writing.

Related areas or interest or study: Law; Legal Research; Paralegal Studies

Position 410109: Youth Counselor Intern

DOC; Division: DJC- CLS/LHS

Remote Work: No

Pay Range: \$19.89 - \$19.89

Location: Irma

Number of Hires: 3

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: This position provides counseling and performs security and safety duties in a juvenile correctional facility. Day-to-day operations may be performed under the direction of a Lead Worker. Supervise youth on all shifts to ensure the security of the facility.

Requested Knowledge, Skills, and Abilities:

Knowledge of methods of relating to youth- reflecting an understanding and acceptance of youth and gaining their confidence and cooperation.

Skill and ability to advocate for youth.

Knowledge of problem identification and problem solving techniques.

Knowledge of cultural diversity and needs (cultural awareness) and ability to communicate effectively.

Ability to manage time effectively.

Related areas or interest or study: Security; Corrections; Supervision; Law Enforcement

Position 455102: Paralegal Intern

DOJ; Division: Division of Legal Services/Criminal Appeals Unit

Remote Work: No

Location: Madison, WI

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: Up to 40

Pay Range: \$18 - \$20

Number of Hires: 1

Job Description and Duties: A paralegal in the Criminal Appeals Unit performs duties that include:

- 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:

1. Knowledge of legal matters, activities, and actions.
2. Ability to independently exercise judgment and discretion.
3. Ability to prioritize and manage multiple tasks
4. Ability to learn to conduct legal research and analysis
5. Knowledge of legal terminology with general knowledge of the criminal justice system.
6. Effective written and oral communication skills
7. Interpersonal skills
8. Knowledge and skill in the use of Microsoft Office Suite, Adobe Professional products, and case management software (e.g. Time Matters).

Related areas or interest or study: Law, Public Safety and Security

Position 455103: Victim Services Specialist Intern

DOJ; Division: Office of Crime Victim Services

Remote Work: Yes (partial)

Location: Madison, WI

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$20 - \$23

Number of Hires: 1

Job Description and Duties: The Victim Services Specialist Intern position will support victim service programs at the Office of Crime Victim Services. For the Crime Victim Compensation Program, this position will intake and review applications for Crime Victim Compensation; enter applicant information into a database; review police reports and determine program eligibility; and generate follow up letters to applicants. Under the supervision of the Crime Victim Compensation Director, this position will create a statewide Crime Victim Compensation Informational Outreach Plan. This position will also assist Safe at Home Address Confidentiality Program with periodic mail processing, forwarding, and documenting for program participants and assist the Victim Resource Center with the intake and review of victim rights complaint forms. Lastly, this position will support the provision of technical assistance to Victim Witness programs statewide under the general supervision of the Deputy Director of the Office of Crime Victim Services.

Requested Knowledge, Skills, and Abilities:

Candidate is proficient with word processing software and has experience utilizing database software.

Candidate is detail-oriented, highly organized, and thorough.

Candidate has a general knowledge of and interest in the criminal justice system and/or victim services.

Candidate has a general knowledge of the principles of trauma-informed care.

Related areas or interest or study: Law, Public Safety and Security

Position 505105: Law Clerk

DOA; Division: Legal Services

Remote Work: Yes

Location: Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$22.13 - \$22.13

Number of Hires: 1

Job Description and Duties: Law Clerk will assist DLS attorneys with representing the agency in hearings before the Wisconsin Employment Relations Commission, analyzing and fulfilling open records requests, conducting research into legal questions relating to the work of the agency, and assisting with other special projects.

Requested Knowledge, Skills, and Abilities:

Candidate must have completed at least one year of instruction at an accredited law school.

Related areas or interest or study: Law, Public Safety, and Security

Position 115102: Consumer Protection Investigator Intern

DATCP; Division: Division of Trade and Consumer Protection - Bureau of Consumer Protection

Remote Work: Yes - Hybrid 60%
Location: 2811 Agriculture Drive,
Madison

Pay Range: \$18 - \$18

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: Screen, process and mediate written complaints related to disputes between consumers and businesses. Interact with the general public, businesses, other state agencies, law enforcement officials and attorneys. 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. Utilize Microsoft Office Suite and complaint database for email and production of correspondence, reports and fact sheets.

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. Coursework in issues, information and legislation related to consumer protection. Self-motivated, willing to take on new challenges, and works effectively with others.

Related areas or interest or study: Law; Public Safety; Administrative Policy

Position 370120: Environmental & Climate Justice Analyst

DNR; Division: External Services

Remote Work: Yes

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Pay Range: \$16 - \$18

Number of Hires: 1

Job Description and Duties: The DNR mission calls for the agency to ensure the right of all people to use and enjoy Wisconsin's natural resources. Yet, socioeconomic factors, climate change, pollution, and other environmental and public health hazards disproportionately harm communities of color, low-income communities, indigenous communities, and other marginalized Wisconsinites. These impacts also present barriers to these and many other groups using and enjoying the state's natural resources. The Environmental and Climate Justice Analyst Intern will assist in informing agency strategies and policy options by identifying promising approaches for assessing the effectiveness of environmental and climate justice programs and related equity efforts.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Basic knowledge of policy analysis techniques, including conduct of literature reviews and interviews
- Excellent organizational skills
- Well developed communication skills

Preferred Qualifications

- Ability to prioritize tasks, set milestones, sequence activities, establish realistic time frames, and deliver products/services in a timely manner, with limited supervision.

Related areas or interest or study: Law; Public Safety; Administrative Policy; Environmental Science

Position 550118: Paralegal Intern - Appleton

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Appleton

Number of Hires: 1

County: Outagamie

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550119: Paralegal Intern - Barron

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Barron

Number of Hires: 1

County: Barron

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550120: Paralegal Intern - Black River Falls

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Black River Falls

Number of Hires: 1

County: Jackson

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550121: Paralegal Intern - Elkhorn

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Elkhorn

Number of Hires: 1

County: Walworth

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550122: Paralegal Intern - Fond du Lac

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Fond du Lac

Number of Hires: 1

County: Fond du Lac

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550123: Paralegal Intern - Janesville

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Janesville

Number of Hires: 1

County: Rock

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550124: Paralegal Intern - Jefferson

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Jefferson

Number of Hires: 1

County: Jefferson

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550125: Paralegal Intern - Juneau

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Juneau

Number of Hires: 1

County: Dodge

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550126: Paralegal Intern - Lancaster

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Lancaster

Number of Hires: 1

County: Grant

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550127: Paralegal Intern - Manitowoc

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Manitowoc

Number of Hires: 1

County: Manitowoc

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550128: Paralegal Intern - Merrill

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Merrill

Number of Hires: 1

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550129: Paralegal Intern - Milwaukee

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Milwaukee

Number of Hires: 1

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550130: Paralegal Intern - Monroe

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Monroe

Number of Hires: 1

County: Green

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550131: Paralegal Intern - Oshkosh

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Oshkosh

Number of Hires: 1

County: Winnebago

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550132: Paralegal Intern - Peshtigo

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Peshtigo

Number of Hires: 1

County: Marinette

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550133: Paralegal Intern - Portage

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Portage

Number of Hires: 1

County: Columbia

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550134: Paralegal Intern - Rhineland

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Rhineland

Number of Hires: 1

County: Oneida

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550135: Paralegal Intern - Shawano

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Shawano

Number of Hires: 1

County: Shawano

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550136: Paralegal Intern - Sheboygan

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Sheboygan

Number of Hires: 1

County: Sheboygan

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550137: Paralegal Intern - Sparta

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Sparta

Number of Hires: 1

County: Monroe

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550138: Paralegal Intern - Steven's Point

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Steven's Point

Number of Hires: 1

County: Portage

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550139: Paralegal Intern - Wausau

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Wausau

Number of Hires: 1

County: Marathon

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550140: Paralegal Intern - Wisconsin Rapids

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Wisconsin Rapids

Number of Hires: 1

County: Wood

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist the paralegals with professional support, work independently on projects, investigate cases and prepare legal documents. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550141: Public Defender Investigator Intern - Ashland

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Ashland

Number of Hires: 1

County: Ashland

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550142: Public Defender Investigator Intern - Jefferson

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Jefferson

County: Jefferson

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550143: Public Defender Investigator Intern - Juneau

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Juneau

Number of Hires: 1

County: Dodge

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550144: Public Defender Investigator Intern - Manitowoc

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Manitowoc

Number of Hires: 1

County: Manitowoc

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550145: Public Defender Investigator Intern - Monroe

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Monroe

Number of Hires: 1

County: Green

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550146: Public Defender Investigator Intern - Peshtigo

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Peshtigo

Number of Hires: 1

County: Marinette

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550147: Public Defender Investigator Intern - Portage

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Portage

Number of Hires: 1

County: Columbia

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550148: Public Defender Investigator Intern - Shawano

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$19.07 - \$20

Location: Shawano

Number of Hires: 1

County: Shawano

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550149: Public Defender Investigator Intern - Sparta

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Sparta

County: Monroe

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550150: Public Defender Investigator Intern - Wisconsin Rapids

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Wisconsin Rapids

County: Wood

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner. The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and conduct investigations. 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

Related areas or interest or study: Legal Studies; Law; General Studies

Position 550101: Client Services Specialist Intern - Barron

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Barron

County: Barron

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550102: Client Services Specialist Intern Black River Falls

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Black River Falls

Number of Hires: 1

County: Jackson

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550103: Client Services Specialist Intern - Elkhorn

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Elkhorn

County: Walworth

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550104: Client Services Specialist Intern - Fond du Lac

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Fond du Lac

County: Fond du Lac

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550105: Client Services Specialist Intern - Hudson

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Hudson

County: St. Croix

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550106: Client Services Specialist Intern - Juneau

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Juneau

Number of Hires: 1

County: Dodge

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550107: Client Services Specialist Intern - Lancaster

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Lancaster

Number of Hires: 1

County: Grant

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550108: Client Services Specialist Intern - Manitowoc

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Manitowoc

Number of Hires: 1

County: Manitowoc

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550109: Client Services Specialist Intern - Merrill

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Merrill

Number of Hires: 1

County: Lincoln

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550110: Client Services Specialist Intern - Milwaukee

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Milwaukee

Number of Hires: 1

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550111: Client Services Specialist Intern - Milwaukee (Juvenile)

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Milwaukee

County: Milwaukee

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550112: Client Services Specialist Intern - Monroe

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Monroe

Number of Hires: 1

County: Green

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550113: Client Services Specialist Intern - Peshtigo

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Peshtigo

Number of Hires: 1

County: Marinette

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550114: Client Services Specialist Intern - Portage

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Portage

Number of Hires: 1

County: Columbia

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550115: Client Services Specialist Intern - Rhineland

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Rhineland

Number of Hires: 1

County: Oneida

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550116: Client Services Specialist Intern - Shawano

OSPD; Division: Trial

Remote Work: Possible Hybrid

Pay Range: \$17.78 - \$20

Location: Shawano

Number of Hires: 1

County: Shawano

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Position 550117: Client Services Specialist Intern - Spooner

OSPD; Division: Trial

Remote Work: Possible Hybrid

Location: Spooner

County: Washburn

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17.78 - \$20

Number of Hires: 1

Job Description and Duties: Working with the region's Client Services Specialist, the person in this position will help gather information and provide facts to develop treatment proposals and sentencing alternatives. The person hired will be responsible for providing written and verbal reports. These positions require extensive field work, including client home visits. 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.)

Related areas or interest or study: Human Services; Psychology; Sociology; Law; Criminology

Engineering & Other STEM Internships

Position 370119: Air Management Engineer

DNR; Division: Environmental Management

Remote Work: No

Pay Range: \$17 - \$19

Location: Waukesha or Milwaukee or Madison

Number of Hires: 1

County: Waukesha; Milwaukee; Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: With the recent ozone nonattainment bump-up in the greater Milwaukee area, the air program recently enacted a new rule to control VOC emissions for sources that perform metal and plastic parts coating within the nonattainment area. There are approximately 150 sources just in southeastern Wisconsin that are subject to this rule. The intern would be asked to study prepared outreach materials and checklists and become well versed in the specifics of this rule, and then spend time over the summer to do outreach to individual sources on this list for compliance assistance. The program is open to the intern being placed in either the Waukesha or Milwaukee field office, or Madison Central Office given the topic and support needed.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Basic understanding of engineering principals and industrial processes
- Excellent communication skills
- Ability to talk through a technical rule with companies
- Ability to work cooperatively in a team towards the accomplishment of a goal

Preferred Qualifications

- Interest in environmental regulations and regulatory processes
- Interest in learning about the Clean Air Act and how it functions

Related areas or interest or study: Environmental Science; Civil Engineering; Conservation; Engineering

Position 155105: Engineering Student Intern

PSC; Division: Division of Energy Regulation and Analyst

Remote Work: Yes

Location: Madison, WI

County: Dane*

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$21

Number of Hires: 1

Job Description and Duties: This position provides engineering assistance and technical assistance to engineers in the Gas Pipeline Safety Unit. to assist with monitoring and enforcing compliance of state and federal pipeline safety regulations. This position will ensure the safe, reliable, and environmentally sound operation of over 70,000 miles of natural gas pipelines and three liquefied natural gas plants which provide natural gas service to over 2,000,000 customers. Other responsibilities include assisting with the review and analysis of natural gas construction projects, special investigations into a variety of technical questions or problems relating to natural gas service adequacy, reliability, efficiency, economics, and safety of overall utility operations; investigating customer complaints and inquiries of a technical nature; assisting in developing and maintaining analytical tools and databases; and assisting with the development and implementation of agency goals and objectives.

Requested Knowledge, Skills, and Abilities:

- 3) Ability to conduct field inspection of utility facilities, construction sites, and occasionally natural gas explosion sites, which at times are in adverse weather conditions and may require entering potentially hazardous sites.
- 4) Ability to enter confined spaces and comply with Wis. Adm. Code ch. SPS 332.
- 5) Ability to travel occasionally, including three consecutive nights out of the home office.
- 6) Knowledge of appropriate safety procedures, requirements, and techniques, including the ability to apply and adhere to safe workplace practices.

- 7) Development of knowledge of the theory and application of engineering economics as it relates to natural gas utility systems and operations.
- 8) Skill at using standard office computer software, including spreadsheets, databases, and word processing software.
- 9) Skill in analyzing and summarizing quantitative data.
- 10) Ability to communicate effectively both in writing and verbally in a clear, concise, and correct manner.
- 11) Ability to establish and maintain effective working relationships with managers, co-workers, subordinates, utility representatives, stakeholders, other governmental agencies and organizations, and the public.
- 12) Ability to perform under pressure and within established deadlines, while managing multiple tasks and responsibilities.
- 13) Demonstrated commitment to valuing diversity and contributing to an inclusive workplace environment
- 14) Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals

Related areas or interest or study: Engineering

Position 370113: Water Resources Management Specialist

DNR; Division: Environmental Management

Remote Work: No

Pay Range: \$17 - \$18

Location: Field work; based in
Downtown Madison

Number of Hires: 2

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist with collection of water, biota, and sediment samples from lakes, streams and wetlands as part of projects to protect and restore Wisconsin waters. Work with water quality staff in the field 1-2 days per week with occasional overnight travel required. Office work will primarily consist of entering field data into the Department's databases, organizing and assembling data, preparing maps, and maintaining sampling equipment. Office work may also include orientation to and tasks involving the use of scientific data and processes for water quality protection, i.e., use of water quality standards to set goals for the waterbody, compiling and interpreting field data to assess the condition of Wisconsin waters, restoration plans, etc.

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
- Demonstrated capacity to learn and apply new skills and see things through to completion

Preferred Qualifications

- Education or experience with report writing, data analysis, or science communication

- Familiarity with native Wisconsin aquatic biota in either streams, lakes or wetlands.
- Prior experience collecting water samples or conducting field work helpful but not required

Related areas or interest or study: Environmental Science; Water Science; Hydrology; Resource Management

Position 370114: Water Supply Specialist

DNR; Division: Environmental Management

Remote Work: Some may be possible

Location: Field work; can be based in Fitchburg or Dodgeville

County: Dane; Iowa

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$20

Number of Hires: 1

Job Description and Duties: 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 southcentral 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. The intern will be stationed at Fitchburg or Dodgeville, based on the successful candidate's preference.

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

Related areas or interest or study: Environmental Science; Water Science; Hydrogeology; Geology; Microbiology

Position 370115: Water Supply Specialist

DNR; Division: Environmental Management

Remote Work: No

Location: Field work, based in
Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$20

Number of Hires: 1

Job Description and Duties: Under direct supervision of the Private Water Supply Section Chief, this position will inspect wells to verify compliance and provide compliance and enforcement assistance for well drilling, heat exchange drilling and pump installing activities, and related data management to support the Drinking Water and Groundwater program and its customers. Specifically, this position will ensure compliance with specific construction, reporting and data requirements of NR 812, Wis. Adm. Code, and related codes and statutes.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Training and/or experience in a scientific field such as biology, chemistry, hydrology, geology or hydrogeology
- General office skills including operating telephone, voicemail, multi-functional copier/scanner and computer
- Experience using software applications, including Microsoft Outlook, Microsoft Word and Adobe, databases and the internet to find and share information

Preferred Qualifications

- Bachelor's degree or higher from accredited college or university in a Hydrology, Geology or Hydrogeology
- Experience working in a natural resources business environment or government agency
- Experience providing customer service in a professional setting

Related areas or interest or study: Environmental Science; Water Science; Hydrology; Resource Management

Position 370116: Water Supply Specialist

DNR; Division: Environmental Management

Remote Work: Some may be possible

Location: Field work; can be based in Green Bay or Wautoma

County: Brown; Waushara

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$18 - \$20

Number of Hires: 2

Job Description and Duties: 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 south central 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. The interns will be stationed at Green Bay and/or Wautoma, based on the successful candidate's preference.

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

Related areas or interest or study: Environmental Science; Water Science; Hydrology; Resource Management

Position 370124: Water Resources Management Specialist

DNR; Division: Environmental Management

Remote Work: No

Location: Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19 - \$19

Number of Hires: 1

Job Description and Duties: The Water Resources Management Fellow will assist with improving existing protocols for aquatic invasive species (AIS) verification process including photographing, sample collection, preservation, vouchering, and documentation. The intern will review feedback from internal and external stakeholders to improve the process documents. Fellow will be working as a team with AIS Monitoring Lead and other water quality staff the provided feedback. Occasional overnight travel for meetings or to assist in the field to understand specimen collection. Office work will primarily consist of reviewing existing protocols and feedback received during internal and external review to enhance protocols with more detailed guidance.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- *Educational background or interest in natural resources
- * Experience collecting water samples or conducting field work
- * Experience training others and/or developing guidance/reports
- * Demonstrated capacity to learn and apply new skills and see things through to completion

Preferred Qualifications

- *Taxonomic ID skills
- * Experience processing plant and animal vouchers
- * Some familiarity with Wisconsin waters (wetlands, streams, and lakes)

Related areas or interest or study: Environmental Science; Water Science; Hydrology; Resource Management

Position 370109: Waste Management Engineer

DNR; Division: Environmental Management

Remote Work: No

Location: Milwaukee or Waukesha

County: Milwaukee; Waukesha

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$19.07 - \$19.07

Number of Hires: 1

Job Description and Duties: The Department's Waste and Materials Management Program within the Bureau of Environmental Management is seeking a motivated student interns to aid in southeast region landfill inspections and report review for the summer. The intern will maintain a core list of responsibilities while working under close supervision. This position will be based in Southeast Region's Waste and Material Management Program (Milwaukee or Waukesha office). Along with core work tasks, the intern will have an opportunity to experience the breadth of the Waste and Material Management Program, mentored by a specialist in the field with the supervisor maintaining a sponsoring role throughout. The intern will participate in all program meetings, maintain close coordination with the supervisor and mentor, and complete a training program as experienced by our field engineers and specialists.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Currently enrolled in civil/environmental engineering, environmental science, or natural resources accredited degree program.
- Well developed customer skills, writing skills
- Ability to think and work independently
- Familiarity with Microsoft applications and with navigating internet applications.

Preferred Qualifications

- Completion of at least 1 year of upper level coursework related to civil/environmental engineering degree
- major.
- Interests in natural resources management, regulatory programs and procedures.
- Experience or course work in environmental engineering or waste management technologies. **Related areas or interest or study:** Environmental Science, STEM, Civil Engineering, Natural Resources

Position 370110: Wastewater Engineer Intern

DNR; Division: Environmental Management

Remote Work: No

Pay Range: \$16 - \$18

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: Assist with the review of engineering plans and specifications for wastewater treatment, sewer, and storage systems. Assist with administration of the Non-metallic Mining General Permit, which regulates wastewater discharges from industrial sand mines and aggregate mines.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Educational background or interest in environmental engineering
- Experience working with Microsoft Excel and/or other database systems
- Strong communication skills

Preferred Qualifications

- Coursework in environmental engineering, wastewater treatment, and/or fluid mechanics
- Experience working with customers or external stakeholders
- Experience working in a wastewater- or engineering-related position

Related areas or interest or study: Environmental Science, STEM, Civil Engineering, Natural Resources

Position 370111: Wastewater Specialist

DNR; Division: External Services

Remote Work: Some may be possible
Location: Field Work - based in Green Bay

Pay Range: \$15 - \$19.07

Number of Hires: 1

County: Brown

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: As an intern this position will be a member of the Watershed Management's Stormwater Team. The ideal candidate will work closely with Stormwater Specialists, Engineers, and Coordinators to implement the program's construction, industrial and MS4 programs. This position will be project based over the summer months conducting field information and developing a final report and presentation prior to completion.

Requested Knowledge, Skills, and Abilities:

Required:

- Ability to communicate effectively with co-workers and public
- Ability to work independently, and be self-motivated, punctual, and detail oriented
- Proficient in Microsoft Office
- Must have valid Wisconsin driver's license and be able to drive to project locations and conduct field inspections

Preferred:

- Basic training in soil science, hydrology, and stormwater management design
- Basic understanding of Wisconsin stormwater best management practices
- Basic understanding of using gps, surveying, and other field equipment

Related areas or interest or study: Environmental Science, hydrology, stormwater management, soil science

Position 370127: Wastewater Specialist

DNR; Division: Environmental Management

Remote Work: No

Location: Downtown Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$16 - \$18

Number of Hires: 1

Job Description and Duties: The Wastewater Specialist Student Intern will assist with digitalization of landspreading and land application files, and graphic development for forms associated with several wastewater forms to be updated. Additionally, the incumbent will visit landspreading, land application or wastewater treatment facilities in the field under the direction of senior staff, learning the fundamental tenants of regulatory field inspections or audits. The selected candidate may also respond to complaints received by traveling to a site to gather information, including taking pictures and documenting any adverse impacts to the environment from an alleged complaint.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications:

- Educational background or interest in environmental engineering or physical sciences (e.g., chemistry, biology, geology, etc.)
- Experience working with Microsoft Suite and database systems
- Strong communication skills

Preferred Qualifications:

- Coursework in environmental engineering, wastewater treatment, and/or physical sciences
- Experience working with customers or external stakeholders
- Experience working in a wastewater- or engineering-related position
- Experience with Photoshop, Illustrator or similar graphic generating software

Related areas or interest or study: Environmental Science, engineering, hydrology; geography, biology, chemistry

Position 370112: Wastewater Specialist

DNR; Division: Environmental Management

Remote Work: No

Pay Range: \$15 - \$18

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties: The first primary duty is to gather information to develop content for a suite of storm water best management practices that can be deployed in communities, construction sites or for industrial facilities. Information prepared will be used to develop a menu of practices. The second primary duty will focus on updating contact information for the program's industrial storm water permittees. Duties will include basic online searches, conducting phone calls and occasional site visits to determine if facilities are still operating.

Requested Knowledge, Skills, and Abilities:

Minimum Qualifications

- Coursework in environmental studies, engineering, geography, biology, chemistry or other related field.
- Skill in initiating and managing projects with minimal supervision.
- Skill in the use of personal computers with an emphasis on use of the Microsoft Office Suite (i.e., MS-Word, MS-Excel, MS-Project, MS-PowerPoint).
- Skill in data entry, retrieval, and data management.
- Skill in collecting, reviewing, interpreting, assessing, and evaluating reports or water quality data, permit applications, compliance documents, and related facts and information.
- Skill in using evaluation and assessment techniques to identify problems or issues, and to determine appropriate solutions.

Preferred Qualifications

- Knowledge of soil science, storm water and/or water management principles and processes.
- Knowledge of urban storm water Best Management Practices and techniques.
- Knowledge of Wisconsin Pollution Discharge Elimination System program for the management of wastewater from point sources and nonpoint sources.
- Knowledge of Wisconsin's urban and construction site storm water management program as it relates to the development and implementation of TMDLs.

Related areas or interest or study: Environmental Science, engineering, hydrology; geography, biology, chemistry

Position 465101: GIS Specialist

DMA; Division: Wisconsin Emergency Management

Remote Work: Yes

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: up to 40

Pay Range: \$23 - \$25

Number of Hires: 1

Job Description and Duties: This position will assist the Wisconsin Emergency Management (WEM) team by analyzing the state's Threat and Hazard Identification and Risk Assessment scenarios. The intern will develop GIS storyboards for each scenario and ensure that the utilized data is properly and clearly referenced. The position will also research and identify data collection and storage applications. In addition, the intern will develop charts, maps, and other visual aids for use during scenario reviews with subject matter experts

Requested Knowledge, Skills, and Abilities:

- Knowledge of geospatial mapping tools such as ArcGIS, ArcGIS Online and Survey 123 - or other similar program.
- Knowledge of GIS data collection, assessment and integration of GIS layers.
- Knowledge of and/or experience with HTML.
- Basic computer hardware and software knowledge and support.

Related areas or interest or study: Emergency Management; Public Health; Data Analysis; Risk Assessment

Transportation, Distribution and Logistics Internships

Position 505103: Office Operations Associate - Fleet

DOA; Division: Facilities and Transportation Services

Remote Work: No

Pay Range: \$15 - \$15.76

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Job Description and Duties:

- Wash and detail fleet vehicles.
- Stage vehicles for upcoming vehicle rentals.
- Report any vehicle maintenance needs to supervisor.
- Assist customers in locating rental vehicles.

Requested Knowledge, Skills, and Abilities:

- 1.) Current Wisconsin drivers license with 2 years driving experience.
- 2.) Meet the State minimum driving standards.
- 3.) Ability to operate pressure washer and use cleaning products.

Related areas or interest or study: Transportations, Distribution and Logistics

Position 505107: Procurement Specialist

DOA; Division: Enterprise Operations

Remote Work: Yes

Pay Range: \$20 - \$24

Location: Downtown Madison

Number of Hires: 1

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20

Job Description and Duties: Assist with compiling and analyzing supplier data; Assist in the creation of Contract Record keeping strategies, policies and procedures; Assist in the creation of Contract database fields and reporting needs; Develop a framework for record keeping in the Bureau after researching Best Practices.

Requested Knowledge, Skills, and Abilities:

Working knowledge of procurement or supply chain management; Ability to identify problems and break down complex concepts into logical components; Ability to communicate professionally with all team members; Ability to plan, organize and prioritize projects; Working knowledge of Microsoft Office including Word and Excel; Ability to take information from multiple sources and create reports; Strong analytical/critical thinking skills.

Related areas or interest or study: Supply Chain; Distribution; Logistics

Position 395105: Program and Policy Analyst

DOT; Division: Division of Budget and Strategic Initiatives

Remote Work: Yes, 3 days remote, 2 days office

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 40

Pay Range: \$17 - \$19.45

Number of Hires: 1

Job Description and Duties: Collection and analysis of information regarding emerging transportation issues; policy analysis for DBSI on selected areas of interest, such as development of state policies, literature searches, conduct reviews and analysis of existing web materials and assist with the organization and display of content to aid department staff.

Requested Knowledge, Skills, and Abilities:

1. Strong organizational skills.
2. Time and task management skills.
3. Verbal and written communication skills.
4. Ability to work independently and effectively within a collaborative team environment.
5. Ability to focus on tasks with strong attention to detail and accuracy.
6. Skill in the use of standard office computer applications, including Microsoft Office, Excel and Adobe products.
7. Website and communication design
8. Skill in the use of Microsoft SharePoint
9. Policy analysis skills
10. Knowledge of research, data collection and quantitative analysis methods.

Related areas or interest or study: Transportation, Policy

Position 410104: Risk Management Specialist

DOC; Division: DMB/BFAS/Risk Management

Remote Work: Hybrid

Location: Madison

County: Dane

An () indicates the position is 100% remote*

Expected Hours Per Week: 20-40

Pay Range: \$19.07 - \$19.07

Number of Hires: 1

Job Description and Duties: Review and update Risk Management policies, procedures and manuals.

Fleet assistance- vehicle maintenance, and delivery

Risk Management web-page – edit, review, and testing

Audit policies and procedures for safety and risk statewide

Vehicle claims- analyze claims for trends and identify where further education is needed for claims reduction.

Ergonomic assessments- assist with and conduct assessments.

Provide safety topic(s) - develop training, education, procedure.

Develop audit checklist and procedures for institutions to conduct inspections

Develop and monitor the Risk Management statistical accounting system for trending accidents and claims. Compiles statistical data from the STARS web accident tracking system and conducts trend analysis based on the type of claims DOC is experiencing.

Communication with institutions and regions regarding accidents rates and costs.

Requested Knowledge, Skills, and Abilities:

- Extensive knowledge of and proficiency in databases, spreadsheets (Excel), Word, PowerPoint, Outlook and Internet Explorer.
- Knowledge of risk management, property and vehicle and fleet operations.
- Customer service and telephone skills.

- Ability to work independently.
- Strong organizational skills.
- Strong oral and written communication skills.
- Ability to establish and maintain cooperative and effective working relationships.
- Ability to exercise sound judgment and discretion in developing, applying and interpreting Risk Management policies and procedures.
- Knowledge and protocol for Intranet and Internet document publishing.

Related areas or interest or study: Risk Management; Claims Assessment; Data Entry; Data Analysis; Communication; Inspection