

Welcome to 2019 SAAIP!

In the following pages, you will find a listing of the LTE Intern positions available at State Agencies and the UW Extension Locations. Each position is listed on a separate page, and each position has a 3-digit position number identifier. When you review the list, please make a note of the 3-digit number for each position that interests you. When you apply, you will have the option of choosing up to three positions, by indicating the code in the Wisc.Jobs system.

In addition to completing the online assessment, you will also be required to submit a resume and a [Student Status Verification form](#). When you upload your Student Status Verification form at the Documents page, please follow these steps:

- Click "Add Document."
- At the Upload page, click on the drop-down menu for Document Type and select "License/Certification."
- Name your document, browse, and add your Student Status Verification form
- Click "Continue."
- At the Documents Page, check the boxes for resume and Student Status verification form and click "Attach Document(s)."

NOTE: To be considered for an internship position, ALL applications must include the Student Status Verification form completed by your school Bursar's office and attached to your application materials by 11:59 p.m. on February 28, 2019.

Search Tips: This document is searchable (CTRL + F), enter a "Key Word" in the Find Window.

If you have any questions on the application process, please contact Division of Personnel Management, Wisc.Jobs help desk at wiscjobs@wisconsin.gov or (608) 267-1012, Monday through Friday from 7:45 a.m. to 4:30 p.m.

Thank you for your interest and we look forward to reviewing your application.

Position Title: Procurement Specialist

Position Code: 001

Agency: Department of Administration

Division: Div of Enterprise Operations

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$17.00

Duties: The Procurement intern will assist Procurement Specialists and contract managers with market research, preparing bids and RFPs, and forge relationships with suppliers and agencies using state contracts. This position will also assist the Bureau with its online presence, training program, and other special projects.

Knowledge and Skills: Strong writing, analytical, and interpersonal communication skills are preferred. Interest in business, public administration, supply chain, economics or similar areas of study preferred.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Communication,
Journalism, and Related Programs Liberal Arts and Sciences Studies and Humanities

Position Title: Facilities Maintenance Specialist

Position Code: 002

Agency: Department of Administration

Division: Div of Facilities Development & Management

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$15.64

Rate of Pay (maximum): \$16.00

Duties: Under the general direction of the Buildings and Grounds Superintendent, perform work for inspecting, repairing, and maintaining heating, ventilation, air conditioning, plumbing and electrical systems at state-owned buildings as assigned. Perform preventative and corrective maintenance on facilities equipment. Maintain facilities assets including working with mechanical and grounds equipment. Maintain and organize shop areas, garages, and storage areas. Assist with moving furniture, remodeling and construction projects as required. Work with supervisors, craft workers and lead maintenance staff for projects and tasks as assigned. Inspect and monitor facilities conditions - report findings to supervisor or lead workers.

Knowledge and Skills: Intermediate ability to appropriately and safely use hand tools, power tools, and personal safety equipment. Interpersonal and communication skills. Ability to perform general maintenance of various hand tools and motorized equipment. Intermediate knowledge of occupational hazards and safety precautions related to maintenance operations. Ability to perform duties promptly and efficiently under the pressure of deadlines and with interruptions. Basic knowledge and skill in paper and electronic record keeping and inventory practices, procedures, and supply ordering. Basic knowledge of the organization of resources, materials, and equipment. Basic knowledge of customer service skills. Basic keyboarding skills and some experience working with computers. Ability to read and understand operation manuals and related documents. Basic knowledge of the planning and service necessary to efficiently set-up and tear-down equipment for events. Ability to make daily inspections of building and equipment and notify supervisor of problems. Ability to record meter and gauge readings.

Area of Study/Major(s): Construction Trades Mechanic and Repair Technologies/technician
Engineering Technologies and Engineering-Related Fields

Position Title: Program Analyst

Position Code: 003

Agency: Department of Administration

Division: Div of Enterprise Operations

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.00 **Rate of Pay (maximum):** \$13.00

Duties: Business Unit Analyst for Warehouse, Logistics, and Records Management Program.

Knowledge and Skills: Communicate effectively with colleagues, organizational skills , strong written communication skills in both electronic and printed media.

Area of Study/Major(s): Business, Accounting, Management, and Marketing
History Liberal Arts and Sciences Studies and Humanities

Position Title: Human Resources Assistant

Position Code: 004

Agency: Department of Administration

Division: DPM/HR for DHS

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$15.00

Duties: This position will work closely with DHS HR Staff assisting with wide-ranging responsibilities, including, but not limited to: survey compilation, payroll and benefits, staffing and Employment Relations activities, SAAIP coordination for the Department and records management. In addition, this position will work closely with the Equity and Inclusion Officer on projects geared toward ensuring that DHS continues to be a respected and diversified employer-of-choice.

Knowledge and Skills: Experience with Microsoft Excel, Microsoft Word, and Microsoft Power Point required. Effective researching and problem solving skills. Ability to work with sensitive information and maintain confidentiality. Strong writing and presentation skills required. Experience or education in Human Resources strongly preferred.

Area of Study/Major(s): Human Resources Communication, Journalism, and Related Programs
Liberal Arts and Sciences Studies and Humanities

Position Title: Human Resources Assistant

Position Code: 006

Agency: Department of Administration

Division: DPM/HR for DOC/BHR Region 2/Copper Lakes/Lincoln Hills Schools

Number of Hires: 1

Position Location: Irma

Rate of Pay (minimum): \$14.26

Rate of Pay (maximum): \$14.26

Duties: The Human Resources 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.

Knowledge and Skills: The Human Resources 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.

Area of Study/Major(s): Human Resources
Marketing

Business, Accounting, Management, and

Position Title: Marketing Specialist

Position Code: 007

Agency: Department of Administration

Division: DPM/HR for DOC/BHR Region 2/ODES Section

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.96

Rate of Pay (maximum): \$17.96

Duties: Assist the Region 2 EAP Officer in their day to day tasks involving the EAP program and assist the ESP Advisory Marketing Sub-Committee with marketing of the Department's EAP Program. First Related Area of Study: Marketing, Digital Media, Human Resources.

Knowledge and Skills: Extensive working knowledge of computer graphics including; digital camera, scanner/printer. Extensive working knowledge of software applications including-Word, Excel, PowerPoint. Knowledge and working experience in the areas of graphics and publishing. Knowledge of problem solving and conflict resolution techniques.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Position Title: Executive Equal Opportunity Specialist

Position Code: 008

Agency: Department of Administration

Division: DPM//BEI

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.60

Rate of Pay (maximum): \$29.03

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 Assistant will work with bureau staff on special projects and provide administrative support in the following program areas: distribution of equal employment opportunity and affirmative action reports; design program brochures and pamphlets; organization of the bureau's historic files; maintenance of the bureau's physical and electronic files; provide assistance printing labels and preparing bulk mailings; update electronic media marketing contact lists; research cultural, diversity, and Equal Opportunity resources; provide assistance generating data from various software sources; provide administrative support for meetings and bureau trainings; provide customer service for BEI's general phone and email accounts; and general administrative and office support including, but not limited to scheduling, managing the bureau's general mail box, filing of correspondence and other records, photocopying, faxing, scanning, printing.

Knowledge and Skills: Good oral communication and team working skills preferred. Good customer service skills preferred. Working knowledge of office equipment, including use of computers, printers, scanners, copy and fax machines preferred. Experience using database software preferred. Experience using Microsoft Office Suite including Word, Excel, Outlook, and internet Explorer preferred. General time management skills preferred.

Area of Study/Major(s): Area, Ethnic, Cultural, Gender, and Group Studies
Resources Social Sciences

Human

Position Title: Licensing/Certification Specialist

Position Code: 009

Agency: Department of Children and Families

Division: DECE/BECR/SERO

Number of Hires: 1

Position Location: Waukesha

Rate of Pay (minimum): \$19.58

Rate of Pay (maximum): \$19.58

Duties: Monitor child care programs with the assigned licensing specialist to ensure compliance with state regulations and statutes. Identify non-compliances and cite violations, verify and document that non-compliances cited have been corrected, and prepare documentation of uncorrected non-compliances. Investigate licensed and unlicensed complaints with the assigned licensing specialist. Identify rule violations on complaint intake, conduct a site visit to obtain additional information, review facts, make a determination, and write the complaint findings. Accept and implement other duties as assigned.

Knowledge and Skills: Good written and oral communication skills. Knowledge of early care and education principles. Knowledge of investigative techniques and principles. Ability to organize, summarize and evaluate data to draw conclusions. Ability to establish and meet deadlines. Be professional in manner, attitude and appearance. Knowledge of Microsoft Office programs. Ability to work with diverse populations. Ability to travel on a weekly basis, possess/be eligible to obtain a valid Wisconsin driver's license, and meet DOA/Fleet standards.

Area of Study/Major(s): Education

Human Services

Social Work

Position Title: Licensing/Certification Specialist

Position Code: 010

Agency: Department of Children and Families

Division: DECE/BECR/SRO

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$19.58

Rate of Pay (maximum): \$19.58

Duties: Review systems used by the Southern Region office and licensing specialists to analyze effectiveness in maintaining deadlines for monitoring and complaint/incident investigations. Assist licensing specialists with monitoring visits, complaint investigations, and building relationships with child care programs. Develop systems to assist with BECR goal of creating paperless procedure by working with the regional office manager. Work with the licensing chief to review unlicensed complaints and develop strategies and recommendations for investigation procedure. Support the program supervisor in conducting outreach to local child care provider groups and stakeholders.

Knowledge and Skills: Knowledge of early care and education principles or a related field. Ability to organize, summarize and evaluate evidence to draw conclusions. Knowledge of Microsoft Office programs, with specific experience in using Word and Excel. Ability to work and communicate effectively with diverse populations. Experience using mobile devices. Ability to travel on a regular basis. Knowledge of government organization and experience working with data systems.

Area of Study/Major(s): Education

Social Work

Position Title: IS Business Automation Senior

Position Code: 011

Agency: Department of Children and Families

Division: DECE/BECR

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$24.97

Rate of Pay (maximum): \$24.97

Duties: This individual will help BECR with running reports in Web Intelligence, learning about our systems (WISCERS and Child Care Provider portal) and work on automation projects utilizing various tools (Web Intelligence, Tableau, and MSAccess). We are looking for someone who enjoys technology and wants to learn more about how we utilize web based applications and reporting platforms to do our daily work.

Knowledge and Skills: Experience in utilizing report platforms (Web Intelligence) to pull data. Experience working in systems and testing systems. Experience using Microsoft Office programs (eg Outlook, Excel, and Access). Skills in verbal and written communications. Ability to work independently.

Area of Study/Major(s): Computer and Information Sciences

Data Analytics Research

Position Title: Program & Policy Analyst

Position Code: 012

Agency: Department of Children and Families

Division: DECE/BECR

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.60

Rate of Pay (maximum): \$17.60

Duties: This individual will help the Bureau of Early Care Regulation (BECR) with state and federal policy analysis and writing procedures. They will also have an opportunity to work on research projects. They will be mentored by our policy analysts. We are looking for someone who enjoys policy, wants to understand how policy decisions affect BECR and the connection between new policy/implementation of procedures/automation changes.

Knowledge and Skills: Ability to analyze state and federal policy. Ability to assist in writing procedures. Ability to be detailed oriented and perform tasks with a high level of accuracy. Excellent analytical ability and judgment. Excellent verbal and written communication skills. Ability to demonstrate good prioritization and organizational skills. Ability to work indecently.

Area of Study/Major(s): Policy Analysis

Research

Data Analytics

Position Title: Program & Policy Analyst

Position Code: 013

Agency: Department of Children and Families

Division: DECE/BELP/Quality

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.60

Rate of Pay (maximum): \$22.00

Duties: The Bureau of Early Learning and Policy (BELP) within the Division of Early Care and Education (DECE) has lead responsibilities for the Wisconsin Shares Child Care Subsidy and child care quality improvement programs. BELP provides policy and procedural guidance to families, local agencies and tribes regarding high-quality child care and local child care subsidy authorization efforts. This position will be involved in interpreting and revising policies and procedures related to the Child Care Subsidy and quality improvement programs. This position has a significant role and responsibility to assist in making complex decisions and use sound judgment. Under the general supervision of the Program Supervisor, this position will be responsible for developing a YoungStar rating enhancement plan, which will incorporate a new rating tool. In addition, this position will be responsible for suggesting system enhancements, requesting and developing data reports, and developing training to assure that low-income families understand subsidy policies. This position will be responsible for assisting in quality child care research efforts, analyzing data, federal law and regulations, and state law and administrative rules independently or with a team in order to implement and administer the Child Care Subsidy and quality improvement programs. The position will be responsible for suggesting new initiatives to improve child care services.

Knowledge and Skills: Experience reviewing, analyzing, researching, and/or summarizing laws, rules, and/or regulations. Experience developing, modifying, and/or implementing new or existing policies and procedures. Experience developing, analyzing and/or generating reports. Experience assisting, developing, and/or conducting training based on policies and procedures. Knowledge of and/or experience with economic support programs and/or early education programs. Knowledge of databases, spreadsheets, and automated systems. Highly skilled in written and verbal communications. Project management experience (setting goals, working with timeframes, meeting deadlines, etc). The ability to work independently in a wide range of situations.

Area of Study/Major(s): Social Work

Public Policy

Education

Position Title: Research Analyst

Position Code: 014

Agency: Department of Children and Families

Division: DECE/BOP

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.60

Rate of Pay (maximum): \$17.60

Duties: The Child Care Research Analyst Intern will assist the research team in the Research and Planning Section by assisting in the following tasks as assigned: learning about the Division of Early Care and Education programs and data sources, reviewing previous research and policy in early care and education, assisting in analyzing data, assisting in creating visual summaries of data (e.g., charts, graphs), assisting in producing written summaries of data analyses, and completing other duties as assigned.

Knowledge and Skills: Required knowledge and skills include good communication skills, an interest in learning about child care programs and policies, and experience with Microsoft Office programs. Preferred knowledge and skills include an understanding of research design, experience conducting statistical analyses, experience in or knowledge of early care and education.

Area of Study/Major(s): Social Sciences

Education

Mathematics and Statistics

Position Title: Program & Policy Analyst

Position Code: 015

Agency: Department of Children and Families

Division: DECE/BPI

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.00

Rate of Pay (maximum):

Duties: The intern will assist the Bureau of Program Integrity (BPI) by collaborating with the Program Policy team in resource material development for stakeholders by analyzing federal and state statutes, and determining appropriate methods of communicating technical assistance. This individual will be guided by a BPI program and policy analyst. This is a great opportunity for students interested in policy, written and verbal communication, working on a team, and understanding how policy decisions affect BPI and stakeholders statewide.

Knowledge and Skills: The ideal candidate will have the following skills: Strong written and oral communication. Ability to convert complex information to a format that is tailored to a specific audience. Data entry. Microsoft Office skills. Good organization. Willingness to be flexible and adaptable. Ability to work independently and on a team. Positive attitude. Self-motivating.

Area of Study/Major(s): Political Science

Public Policy

Pre Law

Position Title: Operations & Training Intern

Position Code: 016

Agency: Department of Children and Families

Division: DECE/MECA

Number of Hires: 1

Position Location: Milwaukee

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$15.00

Duties: This internship position will perform duties of the Milwaukee Early Care Administration (MECA) Operations and Training Unit. The duties will include but not limited to data tracking and analysis, develop/modify training materials, and address customer matters to promote MECA's support and interaction with our community.

Knowledge and Skills: Experience working with databases and performing accurate/efficient data entry. Experience working with Microsoft Office products (Excel, Word, Outlook, PowerPoint) performing duties such as creating spreadsheets to track data, preparing written correspondence, surveys, presentations, etc. Experience communicating effectively with internal and external customers in person, telephonically and through written correspondence. Effective organizational and prioritization skills.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Position Title: Program & Policy Analyst

Position Code: 017

Agency: Department of Children and Families

Division: DECE/DMS Admin

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$16.00

Rate of Pay (maximum): \$17.50

Duties: This position provides support to the Division of Management Services in meeting internal and external policy related reporting requirements. Through collection, maintenance and evaluation of data, this position helps determine and evaluate contractual and programmatic performance outcomes and quality improvement plans.

Knowledge and Skills: Candidates must have understanding of the Division's policies and programs. Experience and knowledge working with teams to identify and address implementation barriers and make data-driven decisions.

Area of Study/Major(s): Public Policy

Business

Social Work

Position Title: Research Analyst

Position Code: 018

Agency: Department of Children and Families

Division: DECE/DMS

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$16.00

Rate of Pay (maximum): \$17.50

Duties: This position collaborates with other researchers, management staff, contract staff, and partners such as counties, contractors, academic, and research institutions. The position works to ensure the fulfillment of the department's mission and goals to promote the economic and social well-being of Wisconsin's children and families.

Knowledge and Skills: Candidates should have knowledge and general experience in performance metrics and program evaluation methodologies, as well as skill in analytic methods and tools such as SAS, SPSS and/or Tableau.

Area of Study/Major(s): Public Policy

Mathematics

Social Work

Position Title: Facility Management Specialist

Position Code: 019

Agency: Department of Corrections

Division: Div of Mngmt Services/Bur of Budget & Fac

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.60 **Rate of Pay (maximum):** \$29.03

Duties: Collect and collate data on costs, construction cost estimates, facility information. Develop an understanding of facility needs, operating and capital budgets, practices and applications.

Knowledge and Skills: Oral and written communications, project management, graphic presentations, Microsoft Office and other available software.

Area of Study/Major(s): Engineering Architecture Business, Accounting,
Management, and Marketing

Position Title: Dietetic Technician

Position Code: 020

Agency: Department of Corrections

Division: DMS/BFAS/Food Mngmt

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.47

Rate of Pay (maximum): \$14.47

Duties: Assist two Registered Dietitians and one Dietetic Technician in providing technical support for a population of over 23,000 inmates and youth. This includes maintaining the DOC Master General, Therapeutic and Religious Diets, cost containment, sanitation inspections, quality assurance measures and more.

Knowledge and Skills: Basic Human Nutrition, Nutrition Throughout the Life Cycle required. Therapeutic Nutrition preferred. Computer skills in Microsoft Office required. Experience with Computrition, C-Board or other nutrition/management software preferred.

Area of Study/Major(s): Health Professions and Related Programs
Science Biological and Biomedical Sciences

Medicine/Medical

Position Title: Client Services Assistant

Position Code: 021

Agency: Department of Corrections

Division: Div of Adult Institutions/OCI

Number of Hires: 1

Position Location: Oshkosh

Rate of Pay (minimum): \$12.98

Rate of Pay (maximum): \$22.56

Duties: Under close supervision of the Corrections Unit Supervisor, the Client Services Assistant - Re-Entry Intern is responsible for providing specialized assistance on Re-entry projects, initiatives, and reports. The position provides specialized program support to Re-Entry staff, including Social Workers. The position will assist in completing correspondence, organize and maintain files and materials. The position will observe and assist Social Worker as required to learn Re-Entry program operations, DOC policies and procedures, and to become familiar with the Social Worker role as part of a multidisciplinary team, including professional responsibilities, case management techniques and working with external partners.

Knowledge and Skills: Knowledge of dynamics of human relations. Knowledge of interview techniques. Knowledge of problem identification and solving techniques. Knowledge of criminal justice system. Knowledge of community resources. Knowledge of investigation procedures. Knowledge of time management techniques. Knowledge of treatment techniques. Knowledge of social work methods. SPECIAL REQUIREMENTS: Must have completed relevant coursework in the area of Social Work, Sociology or Social Services. Knowledge of the cultural and social background of corrections institution inmates. Knowledge of institution policies and procedures. Knowledge of Department of Corrections and Division of Adult Institution's goals, objectives, policies, procedures and Administrative Rules. Ability to communicate effectively utilizing effective written and oral skills, abilities, and methods, including proper sentence structure and punctuation. Effective interpersonal communication skills.

Area of Study/Major(s): Social Services

Social Work

Criminal Justice

Position Title: Probation & Parole Agent Intern

Position Code: 022

Agency: Department of Corrections

Division: Div of Community Corrections

Number of Hires: 1

Position Location: Dane, Rock, Green

Rate of Pay (minimum): \$19.19

Rate of Pay (maximum): \$19.19

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.

Knowledge and Skills: 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.

Area of Study/Major(s): Criminal Justice

Human Services

Psychology

Position Title: Financial Specialist

Position Code: 023

Agency: Department of Corrections

Division: DJC CLS/LHS

Number of Hires: 1

Position Location: Irma

Rate of Pay (minimum): \$15.73

Rate of Pay (maximum): \$15.73

Duties: This position will be responsible for accounting and record keeping work including reconciliations and audits. This position will also prepare invoices, complete audits, process mail, prepare and maintain records, complete inventory, and run reports.

Knowledge and Skills: Candidate should have knowledge of basic accounting methods and practices, the ability to work independently and as part of a team, and the ability to make decisions and resolve conflict. Knowledge of business office machine operations as well as Microsoft computer applications and software is critical. Candidate should be able to maintain files, reports and keep records following established organizational techniques.

Area of Study/Major(s): Business, Accounting, Management, and Marketing
Resources

Human

Position Title: Licensed Practical Nurse

Position Code: 024

Agency: Department of Corrections

Division: DJC CLS/LHS

Number of Hires: 1

Position Location: Irma

Rate of Pay (minimum): \$19.83

Rate of Pay (maximum): \$20.00

Duties: This position will be responsible for providing assigned health care services to adjudicated/incarcerated youth. Duties include performing nursing procedures in situations that require skilled technical care, making observations regarding the health needs of youth and accurately reporting these findings to the RN, and performing related documentation and record management activities.

Knowledge and Skills: Licensure or eligibility as a Licensed Practical Nurse in Wisconsin is required. The candidate should have knowledge in performing actions approved by the board for the curriculum of school for trained practical nurses including but not limited to: Ability to assess patients by making accurate observations of signs and symptoms which indicate change in physical or mental condition of the patient, ability to protect patient by following established policies and standards concerning safety in nursing practice, ability to perform effectively in emergency situations and remain certified in CPR/AED, knowledge of effects of medication and treatments and the ability to assist patients to increased independence and self-reliance as their condition allows.

Area of Study/Major(s): Health Professions and Related Programs
Science

Medicine/Medical

Position Title: Facilities Repair Worker

Position Code: 025

Agency: Department of Corrections

Division: DJC CLS/LHS

Number of Hires: 2

Position Location: Irma

Rate of Pay (minimum): \$13.43

Rate of Pay (maximum): \$13.43

Duties: These positions will perform a variety of maintenance and repairs on institution buildings and related equipment including wood, metal and masonry repairs, and painting. Other duties may include landscaping, road repairs, moving office equipment and furniture, and repairing building fixtures.

Knowledge and Skills: Candidate should have knowledge of proper methods of safely using and maintaining power equipment used in building repair, construction and remodeling. Candidate should have an attentiveness to safety in operating equipment and performing physical operations. Candidate should have good written and oral communication skills and be able to maintain a professional and customer service orientated demeanor.

Area of Study/Major(s): Construction Trades

Mechanic and Repair Technologies/technician

Position Title: Operations Program Associate

Position Code: 026

Agency: Department of Corrections

Division: DJC CLS/LHS

Number of Hires: 1

Position Location: Irma

Rate of Pay (minimum): \$15.73

Rate of Pay (maximum): \$15.73

Duties: This position will be responsible for providing general office program support and general clerical services to the Supervising Youth Counselor office and other staff. Responsibilities include performing office support functions to assist with paperwork, incident tracking and notifications, gathering information, maintaining tracking systems and drafting and composing correspondence.

Knowledge and Skills: Candidate should have the ability to utilize computers and associated software including but not limited to Microsoft Office Suite, video viewing programs, video recorders and cameras. Knowledge of business office machine operations as well as Microsoft computer applications and software is critical. Candidate should possess strong organizational skills and have the ability to maintain records and filing systems. Excellent interpersonal, oral and written communication skills are critical.

Area of Study/Major(s): Business, Accounting, Management, and Marketing
Information Sciences Criminal Justice

Computer and

Position Title: Staff Development Program Specialist - Generalist Position

Position Code: 027

Agency: Department of Corrections

Division: Corrections Training Center

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$22.92 **Rate of Pay (maximum):** \$28.00

Duties: Under the general direction of the Staff Development Program Director, this position is responsible for the development, and delivery of training within the Department of Corrections. Responsibilities include curriculum writing, presentation, coordination and evaluation of variety of training programs, including Evidence Based Practice (EBP) training for state wide implementation, skill-based trainings for line-staff, and Staff Development Training Academies. 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 which target an offender's individual criminogenic needs and risk level.

Knowledge and Skills: Experience working with the principles, practices, techniques and methods of adult education and training. Knowledge of varied training methods. Working Knowledge of blended learning and on-line training methods. Knowledge of the mission, goals, and philosophy of the Department of Corrections. Experience in providing classroom training. Experience in developing training programs, plans, course outlines, and in establishing agency training objectives and determining needs. Knowledge of methods of conducting staff development and training activities. Knowledge of training needs assessment and evaluation techniques. Strong time management skills, including prioritization, monitoring and accountability. Effective written and oral communication skills. Skills and abilities to develop positive working relationships with trainees, peers and administrative/management personal. Basic computer skills including word, power-point and outlook.

Area of Study/Major(s): Criminal Justice Social Sciences Communication,
Journalism, and Related Programs

Position Title: Victim Services Specialist

Position Code: 028

Agency: Department of Corrections

Division: OOS/Office of Victim Services & Programs

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$16.41

Rate of Pay (maximum): \$28.44

Duties: The Victim Advocate – Summer Intern explains the VOICE for Victims automated system and encourages enrollment and explains what information is available to them and what type of notification they can request/expect to receive once enrolled. The Victim Advocate – Summer Intern assists victims and stakeholders in the transition from an external vendor system to an internal system for VOICE. The transition assistance will include ensuring victims accounts are properly transferred over, assisting victims and stakeholders with questions and navigation issues with the new system and explaining the new system functions to victims and stakeholders. The Victim Advocate – Summer Intern will assist with record keeping, trouble shooting and collaborating with internal and external stakeholders regarding the new VOICE system. The Victim Advocate – Summer Intern will assist the Director, Office of Victim Services and Programs with special projects, including but not limited to: apology letter reorganization, storage and release, communication and outreach projects, and other restorative justice projects. This position also serves as a liaison between victims/victim family members and other victim service providers and criminal justice professionals including community victim advocates, probation and parole agents, county victim/witness coordinators, District Attorneys, PC, Social Workers, Institution Security personnel, and others. This position 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 offender’s/inmate’s/youth’s individual criminogenic needs and risk level.

Knowledge and Skills: The Victim Advocate - Summer Intern should have well developed interpersonal skills and the ability to communicate effectively with victims of crime, DOC staff and professional stakeholders. The Victim Advocate - Summer Intern should have a general understanding of the criminal justice system, victim impact and the ability to seek out and refer victims to appropriate community resources. The Victim Advocate - Summer Intern should have skill in computer use, web-based programs, word processing and skill in report writing, record keeping and a high attention to detail.

Area of Study/Major(s): Criminal Justice
Gender, and Group Studies

Human Services

Area, Ethnic, Cultural,

Position Title: Trust Funds Assistant

Position Code: 029

Agency: Department of Employee Trust Funds

Division: Div of Retirement Services/Member Services Bureau

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$18.40 **Rate of Pay (maximum):**

Duties: This position will utilize various websites and resources to conduct searches, according to established guidelines, for the closest living relatives/beneficiaries for members who are deceased. This position will also prepare applications for processing.

Knowledge and Skills: Organizational and priority setting skills; ability to maintain effective working relationships with others; effective customer service skills; ability to analyze facts; excellent oral and written communication skills; knowledge of research methods and techniques; intermediate skill in the use of computers, including Microsoft Office products; familiarity with social media sites.

Area of Study/Major(s): Human Resources Multi/Interdisciplinary Studies Business,
Accounting, Management, and Marketing

Position Title: Employee Benefit Plan Policy Advisor - Entry

Position Code: 030

Agency: Department of Employee Trust Funds

Division: Ofc of Strategic Health Policy (OSHP)

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$20.00

Rate of Pay (maximum): \$25.00

Duties: Work with OSHP staff and contracted actuary to assure all health plan data is submitted timely and accurately. Work with staff to review results of actuarial analysis for completeness and responsiveness to Group Insurance Board (GIB) needs. Work with staff to prepare presentation of actuarial results for GIB.

Knowledge and Skills: Excellent communication skills. Basic insurance and actuarial sciences. Ability to prepare concise presentations of complex data.

Area of Study/Major(s): Mathematics and Statistics
Marketing Multi/Interdisciplinary Studies

Business, Accounting, Management, and

Position Title: Auditor

Position Code: 031

Agency: Department of Health Services

Division: Offc of the Inspector General/Prog Audit & Review Section

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.00

Rate of Pay (maximum): \$17.00

Duties: This position will serve as a resource to the rapidly growing managed care and long-term care audit area. This position will compile data from various projects (surveys, program integrity reviews) and work with the intern supervisor to compare and contrast between providers and measure change over time. This position will help analyze the data and develop reports to share results with a variety of audiences in a variety of formats. This position will learn the audit process and perform simple audits. This position will also complete Affordable Care Act research. This position may assist in mailing audits results to providers.

Knowledge and Skills: An applicant for this position should be proficient with Microsoft Office programs, especially excel. The applicant should be familiar with compiling data from multiple sources and subsequently demonstrating the results in the form of charts and graphs, written reports, or Power Point slides. The applicant should be able to demonstrate a good work ethic, a willingness to learn, and a positive attitude.

Area of Study/Major(s): Criminal Justice
Marketing Social Sciences

Business, Accounting, Management, and

Position Title: Therapy Assistant Entry

Position Code: 034

Agency: Department of Health Services

Division: Div of Care & Treatment Services/SWC

Number of Hires: 2

Position Location: Union Grove

Rate of Pay (minimum): \$13.38

Rate of Pay (maximum):

Duties: The Activities Assistant functions in a para-professional capacity in an Active Treatment, basic skill development program, which provides opportunities for learning, recreation and maintenance of independent living skills of residents in a wide variety of activities. Assists with planning, implementation and coordination of a variety of Active Treatment activities, both vocational and recreational, and conducts a wide variety of specialized activities associated with the development of skills and abilities. Assists Qualified Intellectual Disability Professionals (QIDP) and Behavior Treatment Directors (BTD) in the following areas: completes data entry, prepares training folders and other documents; participates in team meetings and dorm meetings upon request; behavior plan development and implementation; development of individual service plans; development of goals and strategies to meet the goals; data collection and review. Prepares program areas, equipment, materials and supplies for a wide variety of activities as needed.

Knowledge and Skills: Working knowledge and understanding of principles of human development and interaction. Desire to work with persons with developmental disabilities. Basic assessment skills used to evaluate progression towards resident goals. Ability to work cooperatively with others. Observation and recording of resident's behavior. Resident rights. Policies and procedures for resident activities. Interact and participate in activities with other Unit Program staff. Safety management and de-escalation techniques. Able to communicate in a professional manner, both orally and in written communication. Basic computer skills.

Area of Study/Major(s): Human Services
Recreation, Leisure, and Fitness Studies

Multi/Interdisciplinary Studies

Parks,

Position Title: Program & Policy Analyst

Position Code: 035

Agency: Department of Health Services

Division: Div of Care & Treatment Services/WRC

Number of Hires: 1

Position Location: Oshkosh

Rate of Pay (minimum): \$16.00

Rate of Pay (maximum): \$17.96

Duties: Under general supervision of the Wisconsin Resource Center (WRC) Nursing Supervisor this position is responsible for designing studies, analyzing study results, and developing facility policies, procedures, and strategies that ensure consistent application of policies and procedures, the National Commission on Correctional Health Care (NCCHC) standards, Wisconsin statutes and Administrative Codes related to patient (inmate) care. This position supports strategic analysis of current information to Management on emerging issues and revised standards, provides statistical consultation and training to programs and staff, and synthesizes and analyzes multi-disciplinary information and viewpoints to develop facility policy.

Knowledge and Skills: Thorough knowledge of analysis and methods/techniques relative to the development, implementation, and maintenance of statistical information. Knowledge of the use and operation of IBM-compatible computers, PC-Windows operating systems, word processing programs, spreadsheets and database management systems. Skill in interpersonal communications necessary to ensure cooperation, share information and maintain liaison with other bureaus, agencies, health care providers, institutions, researchers, and the public. Knowledge of effective, clear and concise written and oral communication techniques necessary to present complex technical materials and reports.

Area of Study/Major(s): Communications Technologies/Technicians
Management, and Marketing

Business, Accounting,
Social Sciences

Position Title: Recreation Leader Senior

Position Code: 036

Agency: Department of Health Services

Division: Div of Care & Treatment Services/WRC

Number of Hires: 1

Position Location: Oshkosh

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$16.74

Duties: Under the general supervision of the Therapist Supervisor, this position functions as an experienced Recreation Leader. A Recreation Leader is responsible for daily functions of the recreation programs activities. They work to provide opportunities to encourage and promote a healthy lifestyle for inmates through offered activities, positive interaction and constructive use of leisure time, meeting the needs of all eligible inmates. A Recreation Leader primarily organizes and directs inmates, schedules use of facilities, plus special events, and ensures that recreation equipment is properly used.

Knowledge and Skills: A candidate for this position would possess knowledge of : team sports and individual recreational activities; rules/regulations and instructional procedures covering individual and team sports and the ability to use a computer. This person would demonstrate: effective verbal and written communication skills; the ability for planning, organizing, and implementing various phases of a recreational program; the ability to work within the framework of firmly established rules and regulations; and the ability to carry out assigned programs with minimal supervision.

Area of Study/Major(s): Parks, Recreation, Leisure, and Fitness Studies
Homeland Security, Law Enforcement, Firefighting

Criminal Justice

Position Title: Teacher

Position Code: 037

Agency: Department of Health Services

Division: Div of Care & Treatment Services/WRC

Number of Hires: 1

Position Location: Oshkosh

Rate of Pay (minimum): \$16.00

Rate of Pay (maximum): \$17.96

Duties: This position will work directly with Education staff (primarily teachers) to co-facilitate academic, enrichment, and psycho-educational programming. This position will also work to develop new groups/classes, syllabi, and lesson plans. This position will assist with supervision of library and computer lab classes.

Knowledge and Skills: Knowledge of best-practices for curriculum development, educational assessment, classroom management and evidence-based instruction preferred. Ideal candidate will possess strong communication and organization skills, the ability to motivate others, and be able to work as a part of an inter-disciplinary team.

Area of Study/Major(s): Education

Human Services

Library Science

Position Title: Therapist

Position Code: 038

Agency: Department of Health Services

Division: Div of Care & Treatment Services/WRC

Number of Hires: 2

Position Location: Oshkosh

Rate of Pay (minimum): \$18.00

Rate of Pay (maximum): \$20.23

Duties: Under the general supervision of the Therapist Supervisor, provide recreational therapy services to inmates on assigned units, perform administrative duties, participate in consultation training of WRC staff, and participate in professional and educational programs, both as recipient and a provider.

Knowledge and Skills: A candidate for this position would possess knowledge of : The principles, methods, and techniques of recreation therapy; The ability to coordinate psycho-education and recreation-based treatment programs for inmates to improve social, leisure, psychological, cognitive and physical functioning, and demonstrate ongoing active treatment; Ability to assess inmates' leisure and functional capabilities, deficits and needs, and plan individual or group activities; Ability to stimulate the interest of inmates in the program; Ability to observe and document an inmate's participation, reactions, and progress; Ability to work well with diverse groups of inmates and staff; The ability to use a variety of modalities to help maintain or improve a client's physical, cognitive, social, and emotional well-being; The ability to develop individualized inmate goals in collaboration with interdisciplinary team members.

Area of Study/Major(s): Parks, Recreation, Leisure, and Fitness Studies Health Professions and Related Programs Liberal Arts and Sciences Studies and Humanities

Position Title: Operations Program Associate

Position Code: 039

Agency: Department of Health Services

Division: Div of Quality Assurance/Offc of Caregiver Quality

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.73

Rate of Pay (maximum):

Duties: This person will be tasked with conducting research and analysis of federal and state requirements re: record maintenance for the WI Nurse Aide Registry. This analysis would include developing procedures and correspondence related to this project. In addition, this intern may be used for backup for various OCQ duties related to the nurse aide training program.

Knowledge and Skills: Understanding of state and federal regulations related to Nurse Aide training and Registry requirements. Ability to provide and analyze statistical reports. Ability to develop policy and procedures. Good verbal and written communication skills. Ability to collect, organize, preserve and disseminate informational resources and documents.

Area of Study/Major(s): Health Professions and Related Programs
Library Science

Mathematics

Position Title: Operations Program Associate (Landscape Architect)

Position Code: 040

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.73

Rate of Pay (maximum): \$16.05

Duties: Research, evaluate and make recommendations for environmental improvements and equipment needed to enhance accessibility required to support individuals to utilize outdoor spaces for recreation, social experiences and therapeutic interventions. Create landscape plan that supports and enhances a health care setting. Assist grounds staff to plant, prune and maintain flower beds, shrubs and trees; utilize/operate grounds keeping equipment; assist with other projects, such as installing and repairing signs and fences, and moving outdoor furniture and playground equipment. Coordinate quality improvement project recommendations with Resident Living, Therapeutic Recreation and Building/Grounds Staff.

Knowledge and Skills: Knowledge of landscape architecture, enrollment in a Landscape Architecture program and/or experience working in landscaping positions, preferably in a healthcare setting. Ability to utilize/operate groundskeeping equipment, work outdoors and create landscape plans/drawings. Good organizational and communication skills, report writing experience and presentation skills. Ability to work with staff from different professional backgrounds, from front-line staff to senior leaders. Ability to work independently and collaboratively.

Area of Study/Major(s): Natural Resources and Conservation
Recreation, Leisure, and Fitness Studies

Architecture

Parks,

Position Title: Operations Program Associate (Administrative Intern)

Position Code: 041

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.50 **Rate of Pay (maximum):**

Duties: Assist with tasks related to administration work. Implement quality improvement projects in priority areas such as staff retention and recruitment, and resident and staff satisfaction. Assist CWC leaders to pro-actively improve quality through compliance to regulatory requirements. Preparing meeting materials, conducting interviews to enlist feedback on current process, process checks, organizing project work, reporting out results, analyzing data, completing small projects, etc.

Knowledge and Skills: Knowledge of general office practices and procedures, ability in Microsoft Office, ability to type proficiently, ability to organize workload and set priorities, ability to work effectively with various disciplines, be eager to learn and open to feedback.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Communication,
Journalism, and Related Programs Social Sciences

Position Title: Operations Program Associate (Management Intern)

Position Code: 042

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$12.50 **Rate of Pay (maximum):**

Duties: Implement quality improvement projects in priority areas such as staff retention and recruitment, resident satisfaction, and active treatment. Assist CWC leaders to proactively improve quality through compliance to regulatory requirements. Support CWC's implementation of Lean quality improvement tools. Participate as a member of CWC's Quality Council, Administrative Staff, and various System Management Teams.

Knowledge and Skills: Ability to utilize a wide variety of PC tools such as MS Office and Outlook. Good organizational skills. Good communication skills including good interviewing skills. Some report writing experience. Good interpersonal and presentation skills. Ability to work with staff from different professional backgrounds, from front-line staff to senior leaders. Ability to work independently and collaboratively. Ability to work with data and conduct analysis.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Human
Resources Social Sciences

Position Title: Operations Program Associate (Management Intern)

Position Code: 043

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.50 **Rate of Pay (maximum):**

Duties: Implement quality improvement projects, specifically conduct the Division Employee Engagement and Satisfaction Survey for all seven facilities and report out for the Division. Assist DHS leaders to proactively improve quality through compliance to regulatory requirements. Support the implementation of Lean quality improvement tools at the division level.

Knowledge and Skills: Ability to utilize a wide variety of PC tools such as MS Office and Outlook. Good organizational skills. Good communication skills including good interviewing skills. Some report writing experience. Good interpersonal and presentation skills. Ability to work with staff from different professional backgrounds, from front-line staff to senior leaders. Ability to work independently and collaboratively. Ability to work with data and conduct analysis.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Human
Resources Social Sciences

Position Title: Special Activities Helper LTE

Position Code: 044

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 8

Position Location: Madison

Rate of Pay (minimum): \$11.00

Rate of Pay (maximum):

Duties: The candidate will implement activities individually and with assigned staff, for and with assigned residents. This may include aquatics, community trips and trolley rides. They provide activities that satisfy the leisure, active, passive and social recreation needs of residents. Special Activity Helpers will communicate program and resident specific information to Recreation Therapist and Therapy Assistants as well as assist with program preparation, planning, set-up and clean-up. There will be other duties as assigned.

Knowledge and Skills: The candidate must have a diverse interest in recreational activity as evidenced by personal involvement, e.g. leisure activity, swimming, outdoor activity, active and passive activities. They should possess basic communication skills, e.g., can express self with both written and verbal communication skill. The Special Activity Helper must have the ability to work independently, and follow written and verbal instruction, as well as have the ability to work cooperatively with others. They must also be able to learn new activities and implement what has been learned. Special Activity Helpers are expected to transfer (lift) residents from their bed to a wheelchair, wheelchair to a floor mat, etc. They are expected to lift up to 55 pounds independently and operate golf carts/lawn tractors.

Area of Study/Major(s): Parks, Recreation, Leisure, and Fitness Studies
Human Services

Psychology

Position Title: Special Activities Helper LTE

Position Code: 045

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$11.00

Rate of Pay (maximum):

Duties: Work with Human Development/Quality of Life System Management Team to implement and monitor effectiveness of initiative to improve resident access to and participation in outdoor activities. Assist to plan leisure activities such as picnics, outdoor games and recreational activities. Research, evaluate and make recommendations for environmental improvements and equipment needed to enhance accessibility and systemic changes required to support individuals to utilize outdoor spaces for recreation, social experiences and therapeutic interventions. Coordinate quality improvement project recommendations with Resident Living and Therapeutic Recreation Staff. Assist with outdoor activities planned and report on outcomes achieved.

Knowledge and Skills: Ability to work outdoors. Knowledge of benefits of leisure and recreation. Knowledge and/or work history with people with intellectual disabilities. Computer skills. Interview/survey skills to assess staff perception of leisure and being outdoors. Quality Improvement process and planning.

Area of Study/Major(s): Health Professions and Related Programs
Parks, Recreation, Leisure, and Fitness Studies

Human Services

Position Title: Treatment Specialist 1

Position Code: 046

Agency: Department of Health Services

Division: Div of Care & Treatment Services - CWC

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$16.00 **Rate of Pay (maximum):**

Duties: The Psychological Services Intern will assist with behavior assessment and treatment activities in accordance with the Psychological Services Department's policies regarding behavior assessment and treatment, in close coordination with unit Psychological Associates, Psychological Assistants, and Psychologist Licensed. The Psychological Services Intern will also provide project support services for departmental and unit quality improvement projects directly related to improving psychological service provision as assigned by the Institution Treatment Director.

Knowledge and Skills: Ability to use computer software in PowerPoint, Word, Excel, and Outlook. Experience with behavior observation and implementing behavior plans or protocols. Good organizational and communication skills (both verbal and written). Good interpersonal/presentation skills. Ability to work with individuals from varied professional backgrounds and at different levels (from front-line staff to doctoral level psychologists and physicians). Ability to work both independently and on teams. Ability to work with data and to create analyses in different presentation styles. Ability to move freely throughout the Center.

Area of Study/Major(s): Psychology Education Social Sciences

Position Title: IS Business Automation Analyst

Position Code: 047

Agency: Department of Health Services

Division: Div of Enterprise Services/BoITS

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.00

Rate of Pay (maximum): \$21.23

Duties: This position will provide support to Project Management Office (PMO) staff members for business and IT projects in alignment with the PMO's defined business analysis and project management processes. This position will help in developing and revising PMO templates, coordination of project meetings and assisting PMO team members in the creating, review and tracking of specific project artifacts.

Knowledge and Skills: This position requires the use of good writing, listening and verbal communication skills. Must be organized and pay attention to details. Ability to use office productivity tools such as Microsoft Office (Word, Excel, PowerPoint) is important.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Communications
Technologies/Technicians Communication, Journalism, and Related Programs

Position Title: Office Operations Associate

Position Code: 048

Agency: Department of Health Services

Division: Div of Medicaid Services/BoBM

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.54 **Rate of Pay (maximum):**

Duties: Document meeting minutes and action items, Track status of various projects, Other general administrative project support.

Knowledge and Skills: Knowledge and skill with MS Office products, communicate and work effectively with others, ability to monitor procedures and reports of several projects at the same time, and outstanding written and oral communication.

Area of Study/Major(s): Communication, Journalism, and Related Programs Business,
Accounting, Management, and Marketing Health Professions and Related Programs

Position Title: Program & Policy Analyst

Position Code: 049

Agency: Department of Health Services

Division: Div of Medicaid Services/BoBM

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.73 **Rate of Pay (maximum):** \$20.00

Duties: Analyze policies affecting Medicaid managed care programs, draft policy recommendations; prepare issue papers on assigned topics/areas; and participate in selected work groups and committees.

Knowledge and Skills: Outstanding written and oral communications and problem-solving skills, ability to work independently under general supervision on complex projects or assignments, skill in analyzing data, accumulating and assessing policy or issue alternatives from diverse sources, identification of implications of policy or issue options, for the purpose of policy development and recommendation.

Area of Study/Major(s): Business, Accounting, Management, and Marketing Communication,
Journalism, and Related Programs Health Professions and Related Programs

Position Title: Office Associate

Position Code: 050

Agency: Department of Health Services

Division: Div of Medicaid Services/BoCS

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$13.46

Rate of Pay (maximum):

Duties: Gather data and data entry support; Writing, research and report creation; Calendar scheduling and meeting logistics for local and regional meetings; Community outreach support for special projects and miscellaneous scanning and copying projects.

Knowledge and Skills: Basic computer data entry skills; website management; reading comprehension; research paper composition; verbal and written communication; project outreach and interviewing skills; maintaining records confidentially; knowledge of excel spreadsheets; Outlook Calendar scheduling; Power Point; and other Microsoft word programs.

Area of Study/Major(s): Social Sciences

Human Services

Position Title: Program & Policy Analyst

Position Code: 051

Agency: Department of Health Services

Division: Div of Medicaid Services/BoCS

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$20.00

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 office. This individual will be assigned short-term projects related to programs housed within the Bureau of Children's Services and based on their areas of interest. We seek an individual with a positive attitude and genuine enthusiasm for being a part of both program and policy development serving children with delays or disabilities and their families. 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. He/she 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, gather stakeholder feedback and is interested in learning basic project management skills. The candidate should also be comfortable accumulating data and assessing policy or 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.

Knowledge and Skills: Ability to analyze policies affecting Medicaid programs; draft policy recommendations; prepare issue papers on assigned topics and subject areas; and participate in selected work groups and committees. Basic computer data entry skills; excellent reading comprehension and research paper composition; maintaining personal information and private records confidentiality; website management; verbal and written communication; project outreach and interviewing skills; experience in Microsoft Word; Excel, Power Point and Outlook calendaring.

Area of Study/Major(s): Human Services

Liberal Arts and Sciences Studies and Humanities

Position Title: Program & Policy Analyst

Position Code: 052

Agency: Department of Health Services

Division: Div of Medicaid Services/BoEP&S

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$17.00

Duties: BEPS Income Maintenance Training would like support in researching and assisting with learning needs including researching various software and other training/technology needs, how other state Income Maintenance training programs conduct trainings, assisting with specific projects including exploration of virtual classroom technology needs and resources and assisting with our New Worker Training model restructure. In addition, this position will help with analyzing training survey results to assist in identifying training trends as well as supporting other training duties (sending out surveys and communicating to internal and external stakeholders).

Knowledge and Skills: Ability to organize projects and provide information that will allow a manager to make an informed decision. Ability to prepare clear, concise and complete reports and supporting documentation. Experience with distance learning technology and/or knowledge of adult education methods and accepted practices preferred but not required. Basic computer knowledge; including Microsoft Office Suites required.

Area of Study/Major(s): Business, Accounting, Management, and Marketing
Journalism, and Related Programs

Communication,

Human Services

Position Title: Program & Policy Analyst

Position Code: 053

Agency: Department of Health Services

Division: Div of Medicaid Services/Milw Enroll Services

Number of Hires: 3

Position Location: Milwaukee

Rate of Pay (minimum): \$15.00 **Rate of Pay (maximum):** \$17.00

Duties: Conduct focus groups, surveys and meet with agency partners to gather data related to overall improvement of MilES' customer service. Activities will include the use of value stream mapping, DMAIC and root cause analysis to offer process improvement suggestions.

Knowledge and Skills: Previous experience in Microsoft Word, Excel, PowerPoint and other computer software to develop presentations. Experience in public speaking and organization of public events. In addition to the areas of study listed below, a 2nd or 3rd year college students pursuing a degree in or having previous coursework in Data Research and Analysis will be helpful, as well.

Area of Study/Major(s): Communications Technologies/Technicians Computer and
Information Sciences Mathematics and Statistics

Position Title: Program & Policy Analyst

Position Code: 054

Agency: Department of Health Services

Division: Div of Public Health/BoA&DR

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.73

Rate of Pay (maximum): \$20.00

Duties: To be determined based upon need in section. The intern will be tasked initially with shadowing program staff in the normal course of business. The intern will be invited to participate in training activities offered to external partners, to learn more about the current systems in place and to provide context for programs administered by the office. The intern will be assigned short-term projects related to programs housed within the Bureau of Aging and Disability Resources (BADR) and based on their areas of interest. One potential project is the development of a policy manual for Aging and Disability Resource Centers (ADRCs).

Knowledge and Skills: We seek an intern with a positive attitude and a genuine enthusiasm for being a part of program and policy development for people who are disabled or elderly. We require an intern who is proficient in MS office. The intern should have critical thinking and analysis skills. We prefer an intern who has strong communication skills - both written and verbal - and 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.

Area of Study/Major(s): Human Services
Related Programs

Social Sciences

Health Professions and

Position Title: IS Technical Services Professional

Position Code: 055

Agency: Department of Natural Resources

Division: Internal Services/Security

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.00

Rate of Pay (maximum): \$16.00

Duties: Assist with analysis of and response to possible malware detections, including communication with support staff. Security incidents are tracked with an enterprise ticketing system, Cherwell. Assist with developing and improving reporting of security metrics for presentation within the bureau, to upper management and to customers. Assist with writing/modify scripts that audit computer and network systems. Assist with documenting and updating existing documentation of security processes. Assist with managing any Cyber Awareness Training system that is being used.

Knowledge and Skills: Required: Microsoft products: Windows 7 or later operating system and Office 2010 or later products, including Word, Excel and Outlook. Must have experience with writing computer code. Ability to communicate with a non-technical audience. Attention to detail. Ability to focus on the problem at hand, while recognizing that there may be a larger problem that needs attention. Preferred: Knowledge of other tools such as PowerShell, Access and Visio would be an asset as would knowledge of other vendor's products and operating systems. IPv4 and IPv6 networking principles. Knowledge of information security issues.

Area of Study/Major(s): Computer and Information Sciences
Enforcement, Firefighting

Homeland Security, Law

Position Title: Environmental Program Associate

Position Code: 056

Agency: Department of Natural Resources

Division: Environ Mngmt/Waste & Materials Mngmt

Number of Hires: 5

Position Location: Green Bay; Fitchburg; Madison; Milwaukee or Waukesha; Eau Claire or Spooner

Rate of Pay (minimum): \$14.00

Rate of Pay (maximum): \$15.00

Duties: This position will assist in reorganization, clean up and maintenance of the file management system for the Waste and Materials Management program. Learn Waste and Materials Management program policies and standards for facility file maintenance and categorization. Inventory files to determine storage location and filing needs. Create new facility file folders as needed and add facility information into program file inventory databases. Evaluate and interpret groundwater monitoring data and monitoring requirements. Work with regional hydrogeologists to interpret private well sampling data and issue private well notification letters; track notifications in appropriate data systems; evaluate groundwater monitoring requirements for landfills in areas with reporting requirements and make recommendations for follow-up action. Update and correct facility monitoring information in data files. Provide other support services to Waste and Materials Management program staff. Gain familiarity with other programs within DNR by participating in field work assignments as appropriate.

Knowledge and Skills: Strong communication and computer skills. Proficient in the use of Microsoft Office suite. Experience with data management systems is a plus. Ability to work independently, yet function in a team work environment. Knowledge of geology, earth science, soil science, or environmental engineering.* Suitable candidates will have strong analytical skills, and be detail oriented and well-organized, with the ability to learn and adapt to department data systems, and interpret department policies and regulatory standards. Candidates must have the ability to work independently, be self-motivated, and punctual and be proficient in Microsoft Office, e.g. Word, Excel, Outlook, PowerPoint. Occasional travel and a valid Wisconsin driver's license is required.

Area of Study/Major(s): Natural Resources and Conservation
Engineering

Physical Sciences

Position Title: Water Resources Management Specialist

Position Code: 057

Agency: Department of Natural Resources

Division: Environ Mngmt/Water Quality

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$14.00

Rate of Pay (maximum): \$17.00

Duties: Biologist field assistants will conduct botanical surveys of wetlands and lakes and water sampling in lakes and groundwater wells, as part of ongoing special projects to protect and restore Wisconsin waters. Interns will be working as a team with other water quality staff in the field 2-4 days per week. Occasional overnight travel. Office work will primarily consist of entering field data and historical data into the Department's water quality database, as well as preparing maps, sampling equipment, and data forms for each field visit and organizing water quality samples and plant vouchers for analysis. Field work (groundwater and lake sampling, wetland surveys) Preparing and maintaining field equipment, forms, vouchers, etc . Data entry and archiving.

Knowledge and Skills: Taxonomic ID skills, some familiarity with native Wisconsin flora, especially in wetlands and lakes preferred; experience collecting water samples from surface and groundwater; ability to work outdoors in sometimes difficult conditions and terrains; experience working with data in Microsoft Excel and/or other database systems; attention to detail

Area of Study/Major(s): Natural Resources and Conservation Biological and Biomedical Sciences
Liberal Arts and Sciences Studies and Humanities

Position Title: Wastewater Specialist

Position Code: 058

Agency: Department of Natural Resources

Division: Environ Mngmt/Water Quality

Number of Hires: 1

Position Location: Milwaukee

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$17.00

Duties: Perform field inspections for active wastewater general permit holders in the Southeast Region. Record field observations and track trends with compliance and non-compliance in a created database. Initiate formal enforcement process where necessary with assistance and oversight from supervisor. Prepare a summary report and present it to the Wastewater Policy Management Team at the end of the field season.

Knowledge and Skills: Education or training in wastewater processes, water resources management, geosciences, engineering, agricultural sciences or construction management. Skilled with Microsoft Office programs for data analysis and reporting. Good communication skills and experience working with the public.

Area of Study/Major(s): Natural Resources and Conservation
Engineering-Related Fields

Engineering Technologies and
Physical Sciences

Position Title: Office Operations Associate

Position Code: 059

Agency: Department of Natural Resources

Division: South Central Region

Number of Hires: 1

Position Location: Fitchburg

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$14.00

Duties: Create and implement a key control system for large properties with multiple users. Study space needs and organize multiple program filing in limited but multiple locations. Investigate and present electronic filing options to programs.

Knowledge and Skills: Ability to build new relationships through trust, negotiation and conflict management. Skill in collaborative decision-making. Skill in organization. Skill in written and oral communications. Ability to provide excellent customer service.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Library Science

Position Title: Waste Management Specialist

Position Code: 060

Agency: Department of Natural Resources

Division: Environ Mngmt/Waste & Materials Mngmt

Number of Hires: 1

Position Location: Green Bay

Rate of Pay (minimum): \$14.00

Rate of Pay (maximum): \$17.00

Duties: Support the work of the lead engineer on landfill monitoring data analysis. Inventory landfill annual report requirements, conditions, and due dates to create a statewide master list. Conduct landfill leachate and/or lysimeter data analysis – trends by landfill type, identify landfills that aren't reporting data as required. Analyze landfill gas data, looking for elevated temperature landfill trends. Analyze construction and demolition landfill groundwater trends, including evaluating constituents in leachate of intermediate landfills, reviewing other states' data, and assessing future needs. Inventory and update guidance documents, format Solid Waste Reference Manual.

Knowledge and Skills: Knowledge of environmental, chemical or civil engineering with a focus on the environment. Ability and interest in conducting research and analyzing data. Knowledge of data management systems and initiating improvements. Skills in proofreading and editing, including experience with related software. Ability to prioritize workload and manage records.

Area of Study/Major(s): Engineering
Technologies/technicians

Natural Resources and Conservation

Science

Position Title: Waste Management Specialist

Position Code: 061

Agency: Department of Natural Resources

Division: Environ Mngmt/Waste & Materials Mngmt

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.00

Rate of Pay (maximum): \$15.00

Duties: Mix of projects related to waste, materials management, and medical waste, including: Updates to and management of list of statewide facilities required to report medical waste generation. Updates to and management of sharps collection sites registry. Review external and internal guidance documents that reference open burning to update for content and terminology. Review solid waste and recycling guidance documents for outdated information and elimination or consolidation of documents. Develop tracking system for solid waste processing facilities annual report submittals and data collected.

Knowledge and Skills: Ability and interest in conducting research and analyzing data. Knowledge of data management systems and initiating improvements. Skills in proofreading and editing, including experience with related software. Ability to creatively solve problems. Ability to prioritize workload and manage records. Interest in waste management, environmental science, or related field.

Area of Study/Major(s): Natural Resources and Conservation Biological and Biomedical Sciences
Liberal Arts and Sciences Studies and Humanities

Position Title: Water Supply Specialist

Position Code: 062

Agency: Department of Natural Resources

Division: Environ Mngmt/Drinking Water & Groundwater

Number of Hires: 4

Position Location: 1 in Fitchburg or Dodgeville (as the successful candidate prefers), and 2 in Green Bay and 1 in Wautoma or Oshkosh (to be decided in consultation with the successful candidate)

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$17.00

Duties: This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment. One position will work in Fitchburg or Dodgeville, another in Wautoma or Oshkosh, and two positions in Green Bay.

Knowledge and Skills: Education and work experience in public health or natural science/environmental based field. Upon appointment should have classes or work experience in some of the following: public health sanitation, hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology. Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling. Strong communication skills. Training and support will be provided to ensure your success in this role.

Area of Study/Major(s): Natural Resources and Conservation
Engineering-Related Fields

Engineering Technologies and

Physical Sciences

Position Title: Communications Specialist

Position Code: 065

Agency: Department of Public Instruction

Division: Academic Excellence/Teacher Education/Professional Development/Licensing

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$13.70

Rate of Pay (maximum): \$13.70

Duties: Assist in reviewing team's web pages to make them more understandable to the general public. Create 1-2 page infographics and other visual representations of information about educator preparation and licensing.

Knowledge and Skills: Ability to work independently; knowledge of basic web page editing; knowledge of graphic design.

Area of Study/Major(s): Communications Technologies/Technicians
Visual and Performing Arts

Education

Position Title: Financial Specialist

Position Code: 067

Agency: Department of Public Instruction

Division: Finance & Management/Bus Services

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.07 **Rate of Pay (maximum):** \$14.07

Duties: Inventory, filing, travel, p-cards, single pay vouchers

Knowledge and Skills: Basic accounting knowledge, excel skills

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Position Title: Research Analyst

Position Code: 069

Agency: Department of Public Instruction

Division: Student and School Success/Office of Educational Accountability

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$17.08

Rate of Pay (maximum): \$17.08

Duties: This position will support Office of Educational Accountability and other Department of Public Instruction (DPI) staff by completing descriptive and complex analyses of education data. Expected work will include analysis of trend performance in school accountability, longitudinal evaluations of benchmark and summative assessment data, and evaluation of performance for schools that have been identified for intervention and support by DPI.

Knowledge and Skills: Knowledge of advanced statistics. Statistical analysis using Excel, R, Stata, or Microsoft Access. Excellent written and oral communication skills. Some knowledge of K-12 education data and/or education issues. Ability to construct relevant education research questions and resulting analyses.

Area of Study/Major(s): Mathematics and Statistics
Journalism, and Related Programs

Education

Communication,

Position Title: Education Specialist (Private/Charter School Prog Intern)

Position Code: 070

Agency: Department of Public Instruction

Division: Finance & Management/School Mng Services

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.08

Rate of Pay (maximum): \$17.08

Duties: Assist in the review and processing of various private school voucher reports and the review of charter school contracts. This work would include tracking submission of reports, providing assistance to private schools as they complete the reports and follow-up as needed to ensure compliance with state law. In addition, this position would review charter school contracts and provide technical assistance to charter school authorizers as they work on drafting charter school contracts. This position would also assist in the administration of the federal charter school grant.

Knowledge and Skills: Knowledge of current software applications including, but not limited to, the Microsoft Office Suite (including Word, Excel, and Access), and Internet Explorer. Knowledge of techniques used in analyzing and interpreting legislative provisions. Strong analytical skills and ability to identify and implement solutions. Attention to detail with high organization skills. Excellent spreadsheet, word processing, and data base skills. Excellent customer service skills. Knowledge of techniques of effective communication.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Social Sciences

Position Title: Research Analyst

Position Code: 072

Agency: Department of Public Instruction

Division: Div of Student & School Success/Offc of Student Assessment

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$17.08

Rate of Pay (maximum): \$17.08

Duties: Research other states' portfolio assessment options and develop RFP requirements for high quality portfolio assessments

Knowledge and Skills: Knowledge of Wisconsin State Standards, Standards based Assessment, and Strategic Assessment System, and excellent writing skills.

Area of Study/Major(s): Education

Communication, Journalism, and Related Programs

Position Title: Operations Program Associate

Position Code: 075

Agency: Office of Commissioner Insurance

Division: Market Regulations

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$16.00

Duties: Scanning work that can be organized into SharePoint (ie the knowledge base we are developing), limited complaint set-up, answering calls, handling simple RFIs, and maybe helping out with MR's two ad hoc working groups helping to organize the documentation. There will be 1 - 2 candidates selected.

Knowledge and Skills: Communication techniques to include effective oral, written, and interpersonal skills. Customer service skills. Computer operations and software packages. Research, analytical, and problem solving skills and abilities. General insurance principles, laws, and rules including knowledge of various lines of insurance including property and casualty, life, and accident and health. Organizational Skills.

Area of Study/Major(s): Business, Accounting, Management, and Marketing
Journalism, and Related Programs

Communication,

Position Title: Talk Show Producer

Position Code: 076

Agency: UW Extension

Division: WI Public Media/Public Radio

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$12.00

Duties: The Ideas Network of Wisconsin Public Radio seeks an intern to work with the team of Central Time during the summer of 2019. The ideal candidate is considering a career in broadcasting and journalism, keeps up with state and national news, has a wide range of interests, and is interested helping to produce high-quality public service programming. Strong writing, editing and interpersonal skills are essential. Candidates must be available between 9am and 5pm at least three days per week. TALK: You will work alongside an experienced team of hosts and producers to produce Central Time, a daily, statewide afternoon call-in program. Duties will include pitching show ideas, booking guests, producing segments, and call screening during live broadcast. NEWS: You will have an opportunity to see how news evolves from an idea to an on-air story. Attend a News Department assignment meeting, shadow Madison-based reporters as possible and spend part of an afternoon in the studio during All Things Considered. SPECIFIC DUTIES & RESPONSIBILITIES: Serve as on-air producer, including screening listener phone calls and emails for call-in programming. Keep current on issues of importance and interest to listeners and attend scheduled pitch meetings to suggest call-in topics and guests. Locate, pre-interview and schedule appropriate guests to provide balance and a variety of perspectives for call-in programming in consultation with program host and producers. Provide program host with background material, suggested introductions and questions. Record and edit audio for on-air use. Fill in for other producing staff as assigned. Other duties as assigned.

Knowledge and Skills: REQUIRED QUALIFICATIONS: Intermediate computer and online skills. Strong written and oral communication skills. Ability to work independently and meet tight deadlines. Interest in developing broadcast skills. Comfort with a fast-paced work environment. Willingness and ability to accept direction and feedback. PREFERRED QUALIFICATIONS: Knowledge of and interest in state and national news, politics, current and cultural affairs. Previous audio editing experience. Ability to bring diverse perspectives and experiences to the team. Social networking skills. Background in broadcast journalism.

Area of Study/Major(s): Communication, Journalism, and Related Programs

Position Title: Marketing & Promotions Intern

Position Code: 077

Agency: UW Extension

Division: WI Public Media/Public Radio

Number of Hires: 1

Position Location: Milwaukee

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum): \$10.00

Duties: Wisconsin Public Radio seeks an intern to work with Milwaukee regional office staff to develop a “guerilla” marketing strategy that features a branded cargo bike filled with free station merchandise such as t-shirts, buttons, pens, etc. The goal of the strategy will be to increase awareness of the station (The Ideas Network 90.7 FM) and increase listenership. The Ideas Network 90.7 FM is in the process of rebranding and has been the subject of two outdoor advertising campaigns in southeast Wisconsin over the past two years. A third campaign is in the works for Spring of 2019. The intern will use the audience research generated for these campaigns to help craft and execute a promotional plan. This will involve attending community events to act as brand ambassador, writing copy for the web and on-air promotions, researching local events and initiatives to pursue for partnership, and communicating with station volunteers and the public. The candidate must be open to riding a cargo bike to various community events around the city. **Specific Duties and Responsibilities:** Interpret brand research and audience data to create a promotional plan for the station. Meet deadlines and follow a work plan to execute the promotional plan. Coordinate with WPR staff and station volunteers to cover shifts at community events. Write copy for the web and on-air promotions. Communicate and engage with community members, listeners, staff and volunteers. Represent WPR and The Ideas Network 90.7 FM at events. Arrange for transport of the branded cargo bike to and from various events around Milwaukee. Other duties as assigned.

Knowledge and Skills: Required Qualifications: Strong written and oral communication skills. Ability to work independently and in a team setting to meet deadlines. Outgoing demeanor and willingness to engage in conversations with people from all walks of life. Preferred Qualifications: Knowledge of and interest in marketing, communications, public relations and events. Previous experience in the service industry or in a role that involved interacting with the public in a professional manner.

Area of Study/Major(s): Communication, Journalism, and Related Programs
Accounting, Management, and Marketing

Business,

Position Title: 4-H/Agriculture Intern

Position Code: 078

Agency: UW Extension

Division: Cooperative Extension/Clark County

Number of Hires: 1

Position Location: Neilsville

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum):

Duties: Attend meetings addressing AODA prevention activities in Clark County and the greater Northwoods Area. Contribute to camp counselor training via facilitating training curriculum. Attend extended camp; organize activities for fourth through 9th grade individuals. Set up camper groups, connect with camp counselors, and problem solve any issues or concerns as they arise during the camp program. Design and directing over-night camp for third through 4th grade individuals. Organize and guide day camp for youth in grades K-3. Collect farm information for research projects. Assist with State Fair specie entries and exhibits. Chaperone in-state, interstate, and state programs as needed. Assist with the county's 4-H/FFA Market Animal Project. Maintain Clark County Facebook page. Contribute to the county's 4-H newsletter. Write news releases pertaining to the 4-H program. Work with the Junior Leaders Group to plan and facilitate the Graduation Celebration during the Clark County Fair, layout game plan for National 4-H Week, and Discovery Day in December. Complete other tasks related to the 4-H Youth Development and Agriculture program as assigned.

Knowledge and Skills: Required: Ability to organize work and work independently. Self-motivated and self-directed. Strong time management skills. Ability to deal with a variety of people from diverse backgrounds. Strong organizational and communication skills. Strong interpersonal skills in a team setting and on an individual basis. Ability to plan and implement learning experiences for youth and adults. Ability to work flexible hours including weekends, evenings, and overnights. Ability to make individual arrangements for transportation adequate to meet position responsibilities. Enthusiasm and Flexibility. Completion of Wisconsin 4-H Youth Protection program (may be completed upon hire). Ability to meet driver's license record screening. Successful completion of a University of Wisconsin Background Screening. Preferred: Past experience with youth organizations such as: 4-H, FFA, Scouting, or youth church groups. Past experience of working with volunteers. Knowledge of University of Wisconsin-Extension. Experience with Microsoft Office computer programs. Ability to operate office equipment such as copy machines, folding machines, etc.

Area of Study/Major(s): Education

Agriculture, Agriculture Operations, and Related Sciences

Parks, Recreation, Leisure, and Fitness Studies

Position Title: Community Business Development Research Intern

Position Code: 079

Agency: UW Extension

Division: Cooperative Extension/Community Development Institute

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum):

Duties: The intern would be assigned one or two specific and applied research projects that would help downtown and local economic development leaders make more informed decisions in support of entrepreneurs. Example projects could include: Studying businesses that operate "popup shops" both the temporary seasonal ones, and ones that do it as part of their business model. This project will explore how the models work, the impacts on the businesses and commercial spaces they occupy. Studying the average rent of storefronts in various communities and how closely correlated it is to the average income of locally-owned businesses in the community, or the average consumer demand. This research will help validate what spaces should rent for to support entrepreneurs in individual communities.

Knowledge and Skills: Required: Interest in small business and examining issues impacting their profitability. Microsoft Office Suite, especially Word and Excel. Good business-style writing skills. Preferred: Some business courses a plus. Work experience in a small business a plus.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Position Title: Community Outreach Intern

Position Code: 080

Agency: UW Extension

Division: Cooperative Extension/Dane County

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum):

Duties: Dane County UW-Extension's Community Development program is partnering with the Madison Community Foundation to conduct a needs assessment of non-profit organizations serving Dane County. We are partnering to conduct a needs assessment research initiative to identify both what the needs are, and where third sector organizations go for training and development resources. Through this research, we hope to understand the assets currently available in the community, as well as gaps. The student intern will be a key player on a project development team. The intern will have responsibility for research coordination, organizational outreach, consolidation of findings, and assisting the team with analysis. In detail: Work with the project development team to develop research tools, including survey, focus group, and conversational forums. Create a list of organizations to survey. Administer Qualtrics survey. Build relationships with organizations and recruit participants for focus groups and conversational forums. Assist with conducting focus groups and conversational forums. Data consolidation and presentation. Work with project development team and advisory group to analyze data. This internship is an excellent fit for students with a background or interest in community development, non-profit management, facilitation, and qualitative research methodologies.

Knowledge and Skills: Required: Communication skills, both written and verbal. Computer skills (word, excel, database entry). Ability to work in a team. Good research ability. Experience working with people from diverse backgrounds. Preferred: Conversational Spanish would be a plus. Experience in conducting focus groups and/or survey administration a plus.

Area of Study/Major(s): Human Services
Social Sciences

Area, Ethnic, Cultural, Gender, and Group Studies

Position Title: Data Assistant

Position Code: 081

Agency: UW Extension

Division: Natural Resources Institute Evaluation Unit

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$17.50

Duties: As part of the Evaluation Unit, the Environmental Evaluation/Data Assistant will provide evaluation and data analysis support on a variety of projects. The position requires data entry, data analysis, and survey administration skills.

Knowledge and Skills: Required: Knowledge/skills related to data analysis: coding data, conducting analysis using SPSS and MAXQDA, creating data display tables & graphics, and identifying & drafting findings. Knowledge/skills related to survey administration include: assembling names and contact information of survey recipients using Microsoft Excel or Access software; proofreading survey instruments and letters; entering surveys into online Qualtrics software; preparing, assembling, and mailing survey packets; tracking survey returns and sending reminder letters or emails. Other skills: Proficient with MS Office, excellent writing skills, ability to work in a team setting, detail-oriented, responsible, and reliable. An interest in sustainability, behavior change, social science, natural resources, environmental sciences, education/outreach, evaluation and/or research is important. Preferred: Proficiency with statistical data analysis software such as SPSS. Proficiency with qualitative data analysis software such as MaxQDA. Some experience with graphic design and/or data visualization.

Area of Study/Major(s): Computer and Information Sciences
Resources and Conservation

Social Sciences

Natural

Position Title: 4-H Intern

Position Code: 082

Agency: UW Extension

Division: Cooperative Extension/Fond du Lac County

Number of Hires: 1

Position Location: Fond du Lac

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum):

Duties: The focus of this position involves innovative strategies to reach new youth audiences. The Summer Intern will increase his or her knowledge of youth development programs, community partnerships, volunteer development, and the UW-Extension Cooperative Extension Service. This summer position provides valuable pre-professional experience for educational and community based careers. The Summer Intern is supervised by the Fond du Lac County Positive Youth Development Educator and 4-H Program Coordinator. This internship provides a unique opportunity to be on the forefront of assessing the changing needs of a growing Latino population in Fond du Lac County. You will provide critical leadership to increase UW-Extension and other community stakeholders' capacity to partner with Latino audiences. The 4-H Summer Intern work involves, but is not limited to: Designing, implementing, and evaluating the youth outreach programs offered by UW-Extension in Fond du Lac County. This includes working with teams of youth and adult leaders to develop hands-on educational programs that will be implemented at the locations of several community partners. Collaborating with the 4-H Program Coordinator and Positive Youth Development Educator to expand and enrich the Latino youth programs established in the community through promotion, planning and program implementation. Additional program responsibilities to be assigned. This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however, some night and weekend work may be required.

Knowledge and Skills: The individual must be at least 18 years of age. Bilingual (English and Spanish). Evidence of successful leadership experience in school and/or community organizations. Demonstrated ability to value and embrace individual and cultural differences. Self-motivated and self-directed. Strong organizational and communication skills. Ability to work collaboratively as a member of a team. Enthusiasm and flexibility. Basic computer proficiency in Microsoft programs. Ability to establish and maintain effective public/employee working relationships. Ability to organize work and work independently. Ability to plan and implement learning experiences for youth and adults. Ability to maintain accurate and complete records. Strong time management, organizational and communication skills. Ability to work flexible hours including occasional evenings, weekends, and overnights. Ability to make individual arrangements for regular transportation adequate to meet position responsibilities. Completion of the Wisconsin 4-H Volunteers in Preparation Program (may be completed upon hire). Preferred: Completion of two years of college preferred. Previous work or volunteer experience with diverse populations.

Area of Study/Major(s): Education
and Linguistics

Human Services

Foreign Languages, Literatures,

Position Title: At-Risk Youth Summer Program Coordinator

Position Code: 083

Agency: UW Extension

Division: Cooperative Extension/La Crosse County

Number of Hires: 1

Position Location: La Crosse

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum):

Duties: Plan, coordinate, promote, teach and evaluate educational programs under the direction and in cooperation with County UW-Extension and Human Services staff. Co-teach, plan and facilitate experiential learning opportunities for youth in areas such as adventures and animal projects (canoe trips, ropes course, horse activities, camps, etc). Prepare newsletter articles, news releases or other program promotional materials. Assist with field research and evaluation of programs offered. Other responsibilities as assigned.

Knowledge and Skills: Required: Educational background and/or work experience with youth and/or diverse clientele groups. Educational background and/or work experience in Education, Social Work, Recreation, or related fields preferred. Basic computer knowledge. Enrolled college student having completed coursework with junior or senior standing. Current driver's license and personal automobile with adequate insurance. Ability to perform in and out of the office in all types of terrain. Preferred: First Aid and/or CPR certification preferred. Experience with middle-school aged youth. Experience with at-risk youth with behavior issues.

Area of Study/Major(s): Education
Fitness Studies

Human Services

Parks, Recreation, Leisure, and

Position Title: 4-H Intern

Position Code: 084

Agency: UW Extension

Division: Cooperative Extension/Langlade County

Number of Hires: 1

Position Location: Antigo

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum):

Duties: The 4-H Program has plenty of opportunities to grow in our county by providing superior youth development connections through 4-H outreach programming. Our current 4-H Program Coordinator is a 50%-time position. This past summer left many opportunities pass us by due to time restraints. The summer months provide ample opportunity to reach youth and families in Langlade county communities including White Lake and Elcho. This position would have the possibility of providing 4-H programming at the Boys & Girls Club, summer school in the three school districts, Music in the Park, and other community events. Ideally it will reach out to the low income and undeserved youth but engaging all youth and their families.

Knowledge and Skills: Strong written, oral, and organizational skills. Experience or interest in working with diverse populations and a commitment to UWEX diversity goals. Interest in working with youth populations. Ability to work with Microsoft Office software in addition to Word (particularly publisher and Excel). Willingness to learn volunteer management strategies and techniques. Ability to travel to and from work sites. Flexible scheduling and ability to work some evening and weekend hours. Experience working with youth. Experience working with adult volunteers. Familiarity with a cross section of Extension activities and programs for which the intern will be responsible and some evidence of leadership experience.

Area of Study/Major(s): Education
Human Services

Parks, Recreation, Leisure, and Fitness Studies

Position Title: Library Assistant

Position Code: 085

Agency: UW Extension

Division: Cooperative Extension/Program Support Services - Publishing

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$13.50 **Rate of Pay (maximum):**

Duties: Helping with Media Collection lending library duties.

Knowledge and Skills: Shipping requested items to patrons, receiving returned media items and shelving items, etc. Librarian skills, database knowledge.

Area of Study/Major(s): Library Science

Position Title: Horticulture Intern

Position Code: 086

Agency: UW Extension

Division: Cooperative Extension/Marathon County

Number of Hires: 1

Position Location: Wausau

Rate of Pay (minimum): \$10.50

Rate of Pay (maximum):

Duties: The intern will work with the horticulture educator to plan and implement educational programming for community youth during the summer months. The intern will also assist with general maintenance of the UW-Extension Teaching Garden in Marathon County by weeding, watering, and harvesting produce for programs. The main focus for the summer will be planning a "Gardening Across Cultures" Field Day where participants can tour 3-4 unique gardens in Central Wisconsin. The intern will provide assistance in planning, implementing, and collecting/entering/analyzing data before and after the event.

Knowledge and Skills: Required: Interest in horticulture/gardening/plants, human cultures, leadership and having a desire to work with underserved and underrepresented audiences is a must. Intern must be familiar with MS Word, Excel, and PowerPoint and have reliable transportation. The person needs to be comfortable teaching diverse audiences. Preferred: Preference given to those who can speak, write, and read a language other than English, as well as to those who have experience in research.

Area of Study/Major(s): Education
Human Services

Agriculture, Agriculture Operations, and Related Sciences

Position Title: Media (photo/video) Intern

Position Code: 087

Agency: UW Extension

Division: Cooperative Extension Department of Communications & External Relations

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum):

Duties: The Cooperative Extension Department of Communications and External Relations team seeks a Media Intern to assist in the continued development of our media library, with the focus being on photo and video. This library will enable Cooperative Extension to better tell our story through photos and video, representing a cross-section of the people we serve with respect to age, race, gender and ethnicities. This project will help ALL departments within Cooperative Extension by providing images and video to support their educational programs as well as showcase our organization's support for diversity and inclusion in all of our work. This important work will benefit and support our entire organization in helping Cooperative Extension better communicate our brand through our commitment to diversity and inclusion. The media intern will focus on two of our goals: To capture the work we do in photographs and to continue to populate our usable photo library with original Cooperative Extension photos that can be used in promotional, outreach and recruiting materials. To document the work we do on film and to use this film footage so that it can be used for promotional, outreach and recruiting materials. The Media Intern will assist in identifying opportunities using their fresh perspective and creative ideas; will help identify opportunities to tell our story and expand access to our services, while adding meaningful projects to their portfolio; and will work closely with the Communications team and in collaboration with the Office of Equity, Diversity and Inclusion. This internship provides flexibility in scheduling. Some statewide travel, potentially overnight and weekend work, may be requested. This position will work under the direct supervision of the Graphic Artist in the Department of Communications and External Relations at UW-Extension, Cooperative Extension.

Knowledge and Skills: Work samples that demonstrate passion for storytelling through photo and video. Creative with attention to detail. Strong organizational and communication skills. Ability to work with a variety of people with diverse backgrounds. A commitment to diversity and inclusion. Enthusiasm and flexibility. Basic computer proficiency with Microsoft programs. Demonstrated experience with solid knowledge of photo and video shooting and using editing software. Completion of at least 50% of current program preferred. Valid driver's license and proof of insurability. Interest in cultural studies.

Area of Study/Major(s): Communication, Journalism, and Related Programs
Performing Arts Area, Ethnic, Cultural, Gender, and Group Studies

Visual and

Position Title: 4-H Intern

Position Code: 088

Agency: UW Extension

Division: Cooperative Extension/Price County

Number of Hires: 1

Position Location: Phillips

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum):

Duties: The Price County 4-H Summer intern will work closely with the Price County 4-H Program Coordinator to plan, implement and evaluate programs focused on 4-H. This internship provides valuable pre-professional experience for educational growth. Throughout the summer the Price County Summer intern will have a variety of projects and programs to plan and complete. These programs include, multiple Cloverbud day camps, Lego Robotics workshops, Adventure camp, 4-H Camp, and more. Other duties as assigned. The 4-H Summer Intern will be supervised by the Price and Oneida County 4-H Program Coordinator. Responsibilities: The intern will work closely with the 4-H team to: Help plan, implement and evaluate outcomes for the 4-H Summer programs. Assist in planning and developing Clover Bud Day Camps for multiple locations. Assist in planning Lego Robotics Workshops throughout the summer. Assist in 4-H Camp counselor trainings and camp events. Assist during 4-H Adventure camps. Other duties as assigned in an effort to gain a stronger understanding of overall Cooperative Extension Programming.

Knowledge and Skills: Required Knowledge/skills: Ability to work collaboratively as a member of a team to plan, implement, and evaluate 4-H based non-formal education programs that reach and are accessible to, diverse audiences. Ability to teach effectively through verbal, written and educational technology methods. Ability to communicate clearly through email, telephone, and face to face. Ability to be self-directed and self-motivated. Ability to organize and meet deadlines. Interest in working directly with youth. Basic computer skills with word processing, spreadsheets and publisher. Understanding of social media platforms. Provide own reliable transportation to and from community-based worksites with ability to work nights and weekends. Approved criminal background check. Preferred knowledge/skills: 1-2 years of undergrad study in a youth development or similar educational field. Have a desire to work with youth in a non-traditional education format. Have prior 4-H knowledge. Have willingness to discover and learn through Price County 4-H and UW-Extension. Have STEM/STEAM knowledge. Experience in programming planning and development.

Area of Study/Major(s): Education

Parks, Recreation, Leisure, and Fitness Studies

Position Title: Family Living Intern

Position Code: 089

Agency: UW Extension

Division: Cooperative Extension/Racine County

Number of Hires: 1

Position Location: Burlington

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum):

Duties: The intern works closely with the family living team to: Update the Racine County Family Resource Directory and Quick List, and distribution lists, and explore possible online workshops to orient professionals and volunteers working with families in Racine County. Assist with Family Living Projects such as Positive Solutions, Books and Blocks, Dialogic reading, and child support and family court resources, etc. Assist with marketing and outreach of Racine County UW-Extension programs at community events and organizations in Racine County. Plan and assist educational programs as part of the Young Children of Incarcerated Parents Project. Assist with Juntos Program focused on helping Latino families understand higher education opportunities. Other duties as assigned in an effort to gain a stronger understanding of overall Cooperative Extension programming.

Knowledge and Skills: Required: Ability to work collaboratively as a member of a team to plan, implement, and evaluate community-based, non-formal educational programs that reach, and are accessible to, diverse audiences. Ability to effectively teach and communicate ideas verbally, in writing, and through educational technology with adults and youth. Strong organizational and communication skills. Demonstrated ability to value individual and cultural differences. Ability to adapt to changing priorities and workplace priorities, along with being self-motivated and self-directed. Computer skills including word processing, spreadsheets, etc. Provide own transportation to and from community-based work sites. Approved criminal background check. Have at least a sophomore standing. Preferred: Background in education, family studies, human development, criminal justice, psychology, sociology, or marketing. Work or volunteer experiences with socially, economically and/or ethnically diverse populations. Experience with creating promotional videos and marketing materials (i.e. audio, video, Publisher, etc.). Proficiency in Spanish.

Area of Study/Major(s): Education

Human Services

Criminal Justice

Position Title: STEM Program Coordinator

Position Code: 090

Agency: UW Extension

Division: Cooperative Extension/Trempealeau County

Number of Hires: 1

Position Location: Whitehall

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum):

Duties: Assist in planning and implementing STEM programming in coordination with the Arcadia School District. Adapting and creating STEM educational programs for short-term summer science camps throughout the county. Collaborating with local Latino Youth Leadership organizations to provide enrichment resources and programming. Take the lead in creating local partnerships with families and organizations to meet the needs of the Latino families in Arcadia, Independence, and Whitehall. Other duties as assigned.

Knowledge and Skills: Required: Ability to be self-directed and self-motivated. Interest in working with Latino audiences. Ability to communicate and cooperate with a team. Interest in working directly with youth. Competency in social media and Microsoft/Google platforms. Reliable transportation and ability to work nights and weekends. Ability to organize work and meet deadlines. Desire to engage in STEM programming with youth audience. Experience with relationship building with people from diverse groups. Preferred: Fluent in Spanish and English. History of working with Latino audiences. Coursework or experience in teaching or working with youth. Coursework or experience in STEM subjects. Prior exposure to 4-H programming. Experience in program planning and development.

Area of Study/Major(s): Education

Physical Sciences

Human Services

Position Title: Summer Teaching Naturalist

Position Code: 091

Agency: UW Extension

Division: Cooperative Extension/Upham Woods

Number of Hires: 6

Position Location: Wisconsin Dells

Rate of Pay (minimum): See Duties Section. **Rate of Pay (maximum):**

Duties: The Upham Woods summer naturalists are the primary programmatic personnel for Upham Woods in the summer season. In that regard this position is responsible for teaching the summer camp and recreational activities for user groups, supervising youth in cabins overnight, interacting with 4-H Youth educators and adult volunteers, and care for programmatic, outpost and recreational, equipment which includes the science center animals. Additionally the summer counselor naturalists may sometimes be called upon to lead off and onsite adventure-type programs. All of the above is to be done with a focus on customer service and effective educational methods in a safe environment. **Note:** Rate of pay will be \$270 weekly plus room & partial board. There will be 6 - 8 candidates selected.

Knowledge and Skills: Required: Lifeguard Certification. On site certification course may be provided as part of staff training. Ability to work in a team setting with enthusiasm and creativity. Ability to be a positive member of our team environment. The desire to lead recreational and environmental education activities to Upham user groups. Ability to hike at least three miles on uneven terrain in a wide variety of temperatures and environmental conditions. Ability to lift and carry 50 pounds. Ability to carry out duties of the position while abiding by the naturalist position expectations. Familiarity with outdoor adventure pursuits and their associated equipment, such as hiking, camping, canoeing, etc. CPR and First Aid certification. Ability to work independently. A general understanding of the field of environmental education, natural resources, education and youth development. Experience working with youth in an educational setting. Ability to handle reptiles and amphibians in a presentation setting. Ability to work flexible hours any day of the week including some evening hours. Applicant must be able to pass a standard criminal background check. Understanding of computers and commonly used programs such as Word and internet searching. Preferred: A Bachelor's degree in education, natural science, biology, environmental education or a related field. Advanced First Aid and CPR certifications. Professional certifications in any of the activities which we commonly offer, such as archery, ropes challenge course, canoe, etc. Knowledge base strong enough to take responsibility for one of the specialization areas. Specialization areas include but are not limited to: waterfront activities, archery, program animals, team-building challenge course, technology, marketing and social media, and facility improvement. Ability to teach environmental issues with a positive and open approach. A general understanding of low impact camping techniques. Applicants must have obtained at least a sophomore standing in college or equivalent. Ability to effectively communicate environmental concepts to youth and youth leaders. A clean driving record. Knowledge and ability to handle birds of prey in a presentation setting.

Area of Study/Major(s): Education Natural Resources and Conservation
Parks, Recreation, Leisure, and Fitness Studies

Position Title: Community Outreach Intern

Position Code: 092

Agency: UW Extension

Division: Cooperative Extension/Waukesha County

Number of Hires: 1

Position Location: Waukesha

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum):

Duties: The Waukesha County UW Extension is seeking a well-rounded and motivated individual that is interested in a new and exciting project. Underserved youth and families in the Waukesha community are unaware of the resources available through the Waukesha County UW Extension office. The intern will create opportunities for increased awareness of the resources that are available to families in the community. This internship will provide new experiences and expose one to potential career paths within the Waukesha County UW Extension Office. The intern will assist with instructional community education, research and establish partnerships within cooperative extension, community organizations and the School District of Waukesha. The Intern will assist the Positive Youth Development Educator and the FoodWise Coordinator with planning, organizing and conducting workshops during the summer at local parks located in the growing diverse neighborhoods. The Intern will assist with the administration of a survey and data collection efforts through key informants in the K-12 School District. First, to help UW Extension to identify gaps in diversity and inclusiveness training among administrators and teachers. This information will be incorporated into UW Extension's situational analysis needs assessment and used to develop future educational outreach programming focusing on diversity and inclusiveness with K-12 school districts. This is important because school districts across the county continue to grow in both racial and ethnic diversity. Second, the survey will help us identify other emerging needs with school-aged families that will also help us identify future educational programming opportunities beyond diversity and inclusion. This critical information will help us design and develop future educational annual plans of work in schools, communities, and neighborhoods. Conduct youth programs for 1st - 6th grade students. Promote and work in diverse, low to moderate-income neighborhoods in the City of Waukesha. Learn and assist with creating awareness of Waukesha County UW Extension resources for families. Document and collect data from Countywide K-12 administration regarding growing diversity and needs around it. Understand families needs and increase awareness/appropriate use of resources for youth and family. The Intern will be instrumental in assisting us in reaching our expanding access goal by providing community outreach, research and application. Create promotional material to engage community.

Knowledge and Skills: Required: Interest in Culture, leadership, working with underserved and underrepresented youth and families. Comfortable and experienced with small and large groups. Familiar with MS Word, Excel, PowerPoint, and Publisher or willing to learn. Reliable transportation and flexible with schedule. Experience working with diverse populations. Preferred: Youth development and Community engagement strategies. The ability to speak, write and read Spanish fluently. Research experience. Experience working with youth and adults.

Area of Study/Major(s): Human Services

Education

Social Sciences

Position Title: Architecture/Engineering/Construction Associate

Position Code: 093

Agency: Department of Administration

Division: Div of Facilities Development & Management/Bur of Architecture & Eng

Number of Hires: 2

Position Location: Madison or Eau Claire

Rate of Pay (minimum): \$12.00 **Rate of Pay (maximum):** \$16.00

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.

Knowledge and Skills: 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.

Area of Study/Major(s): Engineering Architecture Construction Trades

Position Title: Budget and Policy Analyst - Agency

Position Code: 094

Agency: Department of Justice

Division: Div of Management Services / Bureau of Budget & Finance

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$15.00

Duties: Assist in preparation of annual operating budgets for department programs; develop reports for program expenditures and revenues; and assist with finance and purchasing tasks including reconciliations and transaction reviews.

Knowledge and Skills: Knowledge of basic math principles, ability to make accurate calculations, ability to use MS Word and Excel, familiarity with policy analysis and research, and effective oral and written communication skills.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Criminal Justice

Position Title: Financial Specialist

Position Code: 095

Agency: Department of Justice

Division: Bureau of Budget & Finance

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$15.00

Duties: This position will pre-audit staff travel expense reports for proper supporting documents and accurate completion. They will also process vendor payments which includes keying into PeopleSoft vendor invoices to be paid. The intern will also update spreadsheets and analyze data.

Knowledge and Skills: The candidate should be able to use Microsoft Excel and Word and have good communication skills, both written and verbal.

Area of Study/Major(s): Business, Accounting, Management, and Marketing

Position Title: IS Technical Services Professional

Position Code: 096

Agency: Department of Justice

Division: Div of Management Services/Bureau of Computing Services

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$15.00

Duties: The intern position will assist the Operations teams with queue management to assign incident and service requests to the Infrastructure, UEM and DevOps teams. Maintain the UEM 8th floor set up room where spare equipment is stored. Make sure that the IT asset manager is updated when equipment is deployed. Gather IT equipment when DOJ Risser employees depart as required and follow all processes for tracking the inventory. Assist the deskside engineers with IT service requests.

Knowledge and Skills: Good written and verbal communication skills. Proficiency using smartphone, desktop and/or tablet, laptop. Proficiency using the Windows Operating System. Proficiency using Microsoft Outlook, Word and Excel. Good organizational skills. Familiarity with IT terminology. Motivated, driven and curious. Enjoy working on a team.

Area of Study/Major(s): Computer and Information Sciences

Position Title: Human Resources Specialist

Position Code: 097

Agency: Department of Justice

Division: Div of Management Services/Bureau of Human Resources

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$15.00

Rate of Pay (maximum): \$15.00

Duties: This intern will work along side experienced HR Specialists in conducting recruitment and selection activities for position vacancies. While working with the HR Specialists, this person will get exposure to HR planning meetings with various division managers, and the delivery of HR services and problem resolution to employees. He/she will also be assigned special projects for the HR office such as developing an electronic position description warehouse, converting personnel files to electronic files, researching, collecting and organizing data for performance metrics, policy development, or other purposes related to human resources management.

Knowledge and Skills: Well-qualified applicants will have: proficient skills using Microsoft Office, especially MS Word, Excel, and PowerPoint; strong written and interpersonal communication skills; general knowledge of federal and state employment regulations and laws such as Fair Labor Standards Act (FLSA) and Equal Employment Opportunity; general knowledge of human resources principles and best practices; effective organizational skills; ability to work independently and perform detailed work accurately.

Area of Study/Major(s): Human Resources

Position Title: Community Services Technician

Position Code: 098

Agency: Department of Justice

Division: Office of Crime Victim Services

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$15.00

Duties: The intern will get the opportunity to assist with the development of the funding strategy for the Federal Victims of Crime Act (VOCA) grant program, which provides funding and support for direct victim services across Wisconsin. Such projects that will support this process include: Assisting with a needs assessment to gather information and data related to VOCA services such as transitional housing and legal services; Researching similar services locally and nationally; and Identifying gaps in services or needs based on the information collected. In addition, the intern will support the daily operations of the Federal Victims of Crime Act (VOCA) grant program including coordinating grant applications, corresponding with subgrantees, scheduling program site visits, and gathering data on victim services.

Knowledge and Skills: Intern will have knowledge of one or more of the following: criminal justice system and/or victim services; social work/services; public administration; grants. Skills for this position would include: ability to be organized and manage time effectively; good knowledge of computer systems including Microsoft Office (Word, Excel, PowerPoint and Outlook).

Area of Study/Major(s): Criminal Justice

Social Sciences

Psychology

Position Title: Office Operations Associate

Position Code: 099

Agency: Department of Justice

Division: Office of Attorney General/Office of School Safety

Number of Hires: 1

Position Location: Madison

Rate of Pay (minimum): \$14.54 **Rate of Pay (maximum):** \$14.54

Duties: Review curricula, prepare curriculum-related materials; assist with training logistics, handle course registrations and cancellations.

Knowledge and Skills: Knowledge of curriculum and presentation design concepts; general knowledge of effective methods and practices used in adult learning. Proficient in Microsoft Word; Outlook; Excel. Proficient Internet user. Proficient in Windows and file management and organization. Ability to communicate clearly and professionally.

Area of Study/Major(s): Criminal Justice Education
Homeland Security, Law Enforcement, Firefighting

Position Title: Research Technician

Position Code: 100

Agency: Department of Justice

Division: Bureau of Justice Information and Analysis (BJIA)

Number of Hires: 2

Position Location: Madison

Rate of Pay (minimum): \$12.00

Rate of Pay (maximum): \$15.00

Duties: The Bureau of Justice Information and Analysis (BJIA) is the research entity for the Wisconsin Department of Justice. The BJIA is responsible for conducting research, analysis, and program evaluation to support evidence-based decision making and policy development. The BJIA also serves as the Statistical Analysis Center (SAC) for the State of Wisconsin and oversees the Wisconsin Uniform Crime Reporting (UCR) program. Depending on background and experience, interns would be directly involved in various research-related efforts including conducting literature reviews, collecting data, identifying and addressing data quality issues, analyzing trends and patterns, and creating charts, graphs, tables, maps, and/or written reports based on the data analyzed. Other tasks may include making phone calls, report editing, developing documentation, and related activities. This may also entail working on the development of exception reports and the application of statistical techniques to the identification of potential data quality issues. Interns would work directly with existing staff on various analysis projects and would have the ability to attend any training sessions offered by the BJIA.

Knowledge and Skills: Skills and experience in research and statistical analysis. Ability to utilize software programs to manipulate and analyze data. Experience in a variety of software tools (e.g. Excel, SPSS, ArcGIS, SQL, Crystal Reports, Tableau, etc.). Knowledge of relational databases. Ability to communicate effectively both verbally and in writing.

Area of Study/Major(s): Criminal Justice

Social Sciences