

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Administration

Position Number: 101

Program & Policy Analyst

Number of Positions: 1

Division: DEO/State Bureau of Procurement

**Minimum Hourly
Rate:** \$13.00

**Maximum Hourly
Rate:** \$16.00

Location: Madison

Area of Study: Economics, Database Management and
Communications and Supply Chain Management

Job Description:

The intern would provide spend analytics utilizing newly implemented systems (PeopleSoft, Business Intelligence and Strategic Sourcing) to identify areas of process improvements, spend opportunities and develop training guides for users. Users consist of internal customers such as state agencies as well as external customers such as vendors. The position may also support training and outreach efforts to user groups. The intern will also assist with the preparations for the annual procurement conference to be held in the fall of 2018.

Knowledge and Skills:

The selected person should be excited by spend analytics, experienced with spreadsheets and be able to interpret, review and provide analysis of the work flow, programs, and procedures. We are looking for someone with excellent writing and communication skills to develop guides and provide outreach on data analytic results to both internal and external customers, and able to be a self-starter and work independently when needed.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Administration

Position Number: 102

Budget and Policy Analyst

Number of Positions: 1

Division: Division of Enterprise Operations

Minimum Hourly Rate: \$12.00

Maximum Hourly Rate: \$16.00

Location: Madison

Area of Study: Finance, Economics and Accounting

Job Description:

Under the direct supervision of the budget and policy supervisor and with support and guidance from senior-level budget staff: track and monitor timetables for budget priorities and assignments; provide ancillary reviews of assigned budget worksheets and other biennial and operating budget and budget-adjacent documents; assist in the development and coordination of inter and intra-Agency recurring biennial budget worksheets and documents, such as biennial budget narratives; load biennial budget content into the budget system; develop and run people soft queries for general monthly operating budget reports; provide administrative support, such as the coalescing and preparing of briefing booklets and print-outs for monthly operating budget meetings, and the scheduling of meetings; conduct research on best practices, such as it pertains to budgeting and forecasting methodologies and practices; present findings and recommendations to the supervisor from resulting analyses of best practices; attend operating budget meetings; and learn and actively participate in the biennial budget process and provide support as a coordinator of discussions and as a liaison for the Bureau of Financial Management (BFM).

Knowledge and Skills:

Proficient use of Microsoft office suite and specifically excel; proficient computer science skills; familiarity with policy analysis and development; familiarity with budget and accounting practices and principles; excellent interpersonal communication skills; high level of attention to detail and analytical capacity.

Department of Administration

Position Number: 103

Facilities Repair Worker Advanced

Number of Positions: 1

Division: Division of Facilities Development & Management - Bureau of Building Management

Hourly Rate: \$15.00

Location: Madison

Area of Study: Engineering, Business and Facilities & Maintenance

Job Description:

Organization and inventory of the loading dock area. Inventory of supplies and materials. Logistics and tracking of packages. Assisting customers with facilities related requests. Assisting maintenance staff with facilities related concerns.

Knowledge and Skills:

Knowledge of Microsoft Office Products, Experience with tracking systems, Ability to work in a team setting, Ability to communicate with customers.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Administration

Position Number: 104

Program Analyst

Number of Positions: 1

Division: Enterprise Operations/Records and Mail

Hourly Rate: \$12.50

Location: Madison

Area of Study: Business and History

Job Description:

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.

Department of Agriculture Trade and Consumer Protection

Position Number: 105

Agriculture Program Specialist - Market Research

Number of Positions: 1

Division: Division of Agricultural Development

Hourly Rate: \$10.00

Location: Madison

Area of Study: Business, Agriculture and Marketing

Job Description:

Assist with the coordination and implementation of market research efforts for Wisconsin Agriculture and Food Center, as well as, the Wisconsin International Agribusiness Center. Research and Identify agriculture food and beverage processing businesses in Wisconsin. Create and maintain customer databases. Collect data on agricultural products related to volume produced, capacity and sales. Collect export data related to charting product exportation, origination and sales. Work with GIS experts to map prioritized data.

Knowledge and Skills:

Data research, marketing/sales support, international relations, business operations, communication, agri-business, project management.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Agriculture Trade and Consumer Protection

Position Number: 106

IS Resources Support Technician-Intermediate

Number of Positions: 1

Division: DMS

Hourly Rate: \$16.61

Location: Madison

Area of Study: Database Management and Information Technology

Job Description:

This position is responsible for providing assistance to the division and operates in a support role, migrating documents and files to SharePoint, writing standard operating procedures, assisting in the provision of training for division staff, and responding to requests for assistance with SharePoint related tasks.

Knowledge and Skills:

Knowledge of SharePoint or similar collaboration software. Knowledge of personal computer software, e-mail application web browser, etc. Knowledge of effective training techniques. Problem solving skills and techniques.

Department of Children and Families

Position Number: 107

OPA - Operations Program Associate

Number of Positions: 1

Division: DECE - Division of Early Care & Education/Bureau of Early Learning & Policy (BECE)

Hourly Rate: \$15.00

Location: Madison

Area of Study: Office Skills and General

Job Description:

Provide administrative and program support to the child care quality and Wisconsin Shares sections of the Bureau of Early Learning and Policy, whose work includes rating and monitoring child care programs and providing child care subsidies for low-income working families.

Knowledge and Skills:

Computer skills in Microsoft Office (Outlook, PowerPoint, Excel, etc.), SharePoint and Access; communication and writing skills; teamwork and discretion.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Children and Families

Position Number: 108

Information Service Business Analyst

Number of Positions: 1

Division: DECE - Division of Early Care and Education/BECR - Bureau of Early Care Regulation

Minimum Hourly Rate: \$20.40

Maximum Hourly Rate: \$32.16

Location: Madison

Area of Study: Computer Science

Job Description:

This individual will help BECR with running reports in Web Intelligence, learning about our systems (WISCCRS and Provider Portal) and helping in User Acceptance Testing (UAT), and assisting on our Caregiver Background Module Automation Project. 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:

Knowledge of web based application and reporting platforms.

Department of Children and Families

Position Number: 109

Program Policy Analyst

Number of Positions: 1

Division: DECE - Division of Early Care and Education/BECR - Bureau of Early Care Regulation

Minimum Hourly Rate: \$17.25

Maximum Hourly Rate: \$28.46

Location: Madison

Area of Study: General

Job Description:

This individual will help BECR with state and federal policy analysis and writing procedures. They will be mentored by our policy analysts and also assist in stakeholder engagement. 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:

Candidate will be eager to learn about policy analysis and implementation procedures.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Children and Families

Position Number: 110

Budget and Policy Analyst

Number of Positions: 1

Division: DMS - Division of Management Services

Hourly Rate: \$17.25

Location: Madison

Area of Study: Budget

Job Description:

Assist in analysis and review of budgets for the Bureau of Budget and Policy with a focus on the economic and social well-being of Wisconsin children and families.

Knowledge and Skills:

Knowledge of basic math principles, ability to make accurate calculations, ability to use work processing software, and strong writing skills.

Department of Corrections

Position Number: 111

Administrative Assistant

Number of Positions: 1

Division: DAI/CCI

Hourly Rate: \$14.25

Location: Portage

Area of Study: Human Resources, Business and Criminal Justice

Job Description:

A CCI Office Administrative Assistant Intern would operate in multiple areas of the institution learning about the various functions as an office support staff. This will include weeks in Security, Maintenance, the Business Office, PSU, HSU, and Program Services. The duties will include phone, filing, drafting, proofreading, scheduling, and maintaining inventory.

Knowledge and Skills:

The ideal candidate would have an interest in working as an administrative assistant in a clerical/office environment. The ability to use Microsoft Office products, specifically Word and Excel is required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 112

HR Assistant

Number of Positions: 1

Division: DAI/CCI

**Minimum Hourly
Rate: \$13.70**

**Maximum Hourly
Rate: \$17.25**

Location: Portage

Area of Study: Human Resources and Business

Job Description:

CCI Human Resources Intern would operate under the direction of the HR Director in the areas of employee relations, payroll, and recruitment. The intern can be expected to attend recruitment initiatives, assist with onsite interviews, process paperwork, and help evaluate the effectiveness of CCI's recruitment opportunities. The intern will also be asked to assist with filing, drafting, and proofreading paperwork related to employee discipline. Other employee wellness projects and initiatives may be assigned.

Knowledge and Skills:

The ideal candidate would have a background in HR or Payroll. At least some formal education in business, HR, or clerical tasks would be preferred. The ability to use Microsoft Office products, specifically Word and Excel is required.

Department of Corrections

Position Number: 113

Offender Records Assistance

Number of Positions: 1

Division: DAI/CCI

Hourly Rate: \$15.42

Location: Portage

Area of Study: Business and Human Resources

Job Description:

A CCI Records Intern would operate in the area of the Records Office and assist with all institution Open Records requests. The intern would be exposed to the tasks for the Offender Records Associate and the Corrections Sentencing Associate. The intern would be tasked with gathering records, filing records, and reviewing records as assigned by the Records Office Supervisor. The intern would be asked to draft, file, and review documents associated with this office. As their skill level progresses, the intern would start to research policy, code and statutes to ensure compliance, and potentially help with records reviews.

Knowledge and Skills:

The ideal candidate would have had some clerical experience. They may have knowledge of records retention and sentence computation. Some education in paralegal studies, office administration, or business administration, preferred.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 114

Client Services Assistant (Re-Entry Intern)

Number of Positions: 1

Division: DAI/OSCI

Hourly Rate: \$15.73

Location: Oshkosh

Area of Study: Social Services, Social Services and Criminal Justice

Job Description:

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. 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. Must have completed relevant coursework in the area of Social Work, Sociology or Social Services.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 115

Program Policy Analyst

Number of Positions: 1

Division: DAI/OSCI

Hourly Rate: \$17.25

Location: Oshkosh

Area of Study: Social Services, Nursing and Business Management

Job Description:

The Program and Policy Analyst - LTE is responsible for program development for Inmates in the palliative care unit in the Health Services Unit at Oshkosh Correctional Institution and providing technical assistance in formulating plans for family contact with the Inmates in the palliative care unit. This position will also assist in the selection of Inmate Special Need workers and training of the Inmate Special need workers.

Knowledge and Skills:

The candidate should have knowledge, skills, and abilities with the following: dynamics of human relations, English language, correct grammar, punctuation, spelling, sentence structure, effective oral, written and interpersonal communication skills, medical treatment practices, interviewing techniques, problem identification and solving techniques, cultural awareness, department of corrections policies and procedures, rules and regulations of the Department of Corrections, Division of Adult Institutions and Oshkosh Correctional Institution, community resources, health, safety, and first aid, time management techniques and the ability to manage time effectively, basic computer skills, criminal justice system and legal procedures and ability and willingness to work independently and as part of a multi-disciplinary team.

Department of Corrections

Position Number: 116

Probation and Parole Agent

Number of Positions: 1

Division: DCC/Region 1

Hourly Rate: \$18.81

Location: Madison, Janesville, Beloit, or Monroe

Area of Study: Criminal Justice, Psychology and Social Work

Job Description:

Supervising a caseload of offenders, Probation and Parole Agents use evidence based-practices to enhance public safety by addressing their offender's most influential criminogenic needs, ultimately to lower their chance of recidivism and assist them in building skills needed to be successful in the community. Agents conduct violation investigations and also provide investigative services to the courts, the Division of Adult Institutions, and the Parole Commission to aid in sentencing and community reentry planning.

Knowledge and Skills:

An ability to communicate effectively, both orally and in writing, an ability to identify and solve problems effectively, cultural awareness and ability to work effectively with a diverse staff and offender populations, proficiency with various computer skills/programs/ applications, and an ability to effectively prioritize and manage workload using organizational techniques.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 117

Human Resources Assistant

Number of Positions: 1

Division: DJC/LHS/CLS

**Minimum Hourly
Rate: \$13.70**

**Maximum Hourly
Rate: \$17.25**

Location: Merrill

Area of Study: Human Resources, Business and Accounting

Job Description:

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, sending out FMLA and Workers Compensation updates and entering information into the training database.

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 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, prioritizing tasks, handling interruptions, and handling multiple priorities.

Department of Corrections

Position Number: 118

Recreation Leader

Number of Positions: 3

Division: DJC/LHS-CLS

**Minimum Hourly
Rate: \$12.72**

**Maximum Hourly
Rate: \$17.25**

Location: Merrill

Area of Study: Physical Education and Recreation, Social Services and Elementry/Secondary Education

Job Description:

Coordination and supervision of youth during recreation activities. Recreation Leader responsibilities include: direct supervision of youth, maintaining records, completing reports, and general upkeep of equipment in those area(s).

Knowledge and Skills:

Knowledge of recreational and intramural sports, arts, crafts, music and/or other leisure skills. Ability to demonstrate, instruct, and contribute to recreational and intramural sport activities.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 119

Facility Management Specialist 1

Number of Positions: 1

Division: DMS

Hourly Rate: \$17.25

Location: Madison

Area of Study: Business, Urban Planning and Civil Engineering

Job Description:

Assist staff in compiling biennial budget and supporting documents: Collect and collate data on costs, facility age, security levels, and maintenance staffing. Develop an understanding of facility needs, budgets, practices, and appropriate applications of technology in correctional facilities in Wisconsin. Document current staffing, trade capabilities, work history records, budgets, and management practices in correctional facilities in Wisconsin. Make recommendations for improvement opportunities in facility budgeting. Assist with leasing dues.

Knowledge and Skills:

Oral and written communication skills; Customer-service orientation to project management; Knowledge of data collection, interviewing, statistical analysis, and graphical presentation of results using Microsoft Office or other available software.

Department of Corrections

Position Number: 120

Dietetic Technician

Number of Positions: 1

Division: DMS/BFAS

Hourly Rate: \$16.61

Location: Madison

Area of Study: Nursing, Biology and Micro Biology

Job Description:

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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 121

Employee Services Program Marketing Specialist

Number of Positions: 1

Division: DMS/BPHR

**Minimum Hourly
Rate: \$17.25**

**Maximum Hourly
Rate: \$17.25**

Location: Madison

Area of Study: Marketing, Digital Media and Human Resources

Job Description:

Assist the Department's 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.

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, publishing. Knowledge of problem solving and conflict resolution techniques.

Department of Corrections

Position Number: 122

Staff Development Program Specialist

Number of Positions: 1

Division: DMS/BPHR

**Minimum Hourly
Rate: \$17.25**

**Maximum Hourly
Rate: \$28.46**

Location: Madison

**Area of Study: Criminal Justice, Human Resources and
Communication Arts**

Job Description:

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.

Knowledge and Skills:

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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Corrections

Position Number: 123

Program and Policy Analyst

Number of Positions: 1

Division: OOS/Reentry Unit

Hourly Rate: \$17.25

Location: Madison

Area of Study: Criminal Justice, Public Affairs and Social Services

Job Description:

This position will support employment-related initiatives in the Reentry Unit, and will provide support in the scheduling and coordination of short-term educational/vocational academies with the Wisconsin Correctional Center System (WCCS) and the Wisconsin Technical College System (WTCS). This position will be responsible for researching and understanding best practices for employment programming interventions for a correctional population, and will assist in the development of program materials, including promotional documents, as appropriate. The individual will also perform purchasing and procurement related tasks, such as developing contract language, entering purchase orders, and paying invoices. Finally, this position will be responsible for assisting in data analysis and evaluation related to education and employment outcomes, as well as labor market information analysis.

Knowledge and Skills:

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

Department of Health Services

Position Number: 124

Office Associate

Number of Positions: 2

Division: Bureau of Long Term Support Services

Hourly Rate: \$13.19

Location: Madison

Area of Study: Social Services and Public Affairs

Job Description:

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; PowerPoint; and other Microsoft programs.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 125

Operations Program Associate

Number of Positions: 3

Division: Central Wisconsin Center Division of Care and Treatment Services

Hourly Rate: \$12.50

Location: Madison

Area of Study: Business, Human Resources and Public Affairs/Public Administration

Job Description:

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.

Department of Health Services

Position Number: 126

Special Activities Helper

Number of Positions: 8

Division: Central Wisconsin Center, Division of Care and Treatment Services

Hourly Rate: \$11.00

Location: Madison

Area of Study: Physical Education and Recreation, Psychology and Nursing

Job Description:

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. A Special Activity Helper 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 127

Treatment Specialist

Number of Positions: 1

Division: Central Wisconsin Center/Division of Care and Treatment Services

Hourly Rate: \$16.00

Location: Madison

Area of Study: Psychology, Sociology and Elementary/Secondary Education

Job Description:

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.

Department of Health Services

Position Number: 128

Client Services Assistant

Number of Positions: 2

Division: DCTS Winnebago Mental Health Institute

**Minimum Hourly
Rate: \$20.00**

**Maximum Hourly
Rate: \$25.00**

Location: Oshkosh

Area of Study: Social Services and Social Work

Job Description:

Assist with duties within the Social Service Department. Gather collateral social history and clinical information. Obtain and disseminate legal paperwork. Provide supportive counseling interventions individually and in a group setting. Assist with case management duties as assigned. Audit medical records.

Knowledge and Skills:

Ability to interact and communicate clearly and professionally, both verbally and in writing. Ability to utilize a variety of technology used in an office setting such as computer, scanner, FAX machine. Knowledge of mental illness and/or Developmental Disabilities preferred.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 129

Human Resources Assistant

Number of Positions: 1

Division: DES BHR

Hourly Rate: \$15.00

Location: Madison

Area of Study: Human Resources, Public Affairs and Marketing

Job Description:

This position will work with DHS HR Generalists responsible for staffing, recruitment, and retention. This position will contribute to the compilation, analysis and reporting of hiring metrics related to recruitment, retention, compensation, and general labor force demographics. In addition, this position will also provide assistance to the DHS Diversity, Recruitment, and Inclusion Officer with special projects. This will include researching, analysis, documenting and writing standard operating procedures in an effort to maintain consistency and streamline processes.

Knowledge and Skills:

Experience with Microsoft Excel, Microsoft Word and Microsoft Power Point required. Experience in compiling numeric data, running basic statistics, and preparing written reports required. Experience or education in Human Resources strongly preferred (e.g., recruiting, labor market, file management, etc.). Experience in researching and citing credible sources. strong writing and presentation skills.

Department of Health Services

Position Number: 130

Therapy Assistant (Psychology/Social Services/Recreational Therapy

Number of Positions: 2

Division: Division of Care and Treatment Services

Hourly Rate: \$13.11

Location: Union Grove

Area of Study: Social Services, Psychology and Sociology

Job Description:

Assist with the assessment, planning, implementing, evaluating, and coordinating of a variety of recreational, vocational, and therapeutic activities for clients with intellectual disabilities and mental health disorders. Assist the Social Services Director, Qualified Intellectual Disability Professionals, Behavior Treatment Directors, Treatment Coordinator, or Therapy Department (PT, OT, Speech) with special projects as requested. Please see attached job description for specifics.

Knowledge and Skills:

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

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 131

IS Professional in Training - Desktop Support

Number of Positions: 2

Division: Division of Enterprise Services/Bureau of Information Technology Services

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Madison

Area of Study: Help Desk\Tech Support

Job Description:

Under the close supervision of the Desktop Management and Support Section Chief, perform activities in support of DHS operations. Duties include hands-on support of incidents, service requests, and change management requests relating to desktops, laptops, printers, wireless devices, and applications. The primary focus of this position is to resolve technical problems and to assist customers with desktop applications, documents, and facilitate sharing information. This position participates in the ongoing service delivery efforts of the Section by communicating, coordinating, and cooperating with other sections and teams within the Department. The incumbent in the position must be focused on customer service, and have behaviors which display that attitude.

Knowledge and Skills:

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

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 132

Information Systems Business Automation Senior

Number of Positions: 1

Division: Division of Medicaid Services

Minimum Hourly Rate: \$15.00

Maximum Hourly Rate: \$17.00

Location: Madison

Area of Study: Information Technology, Database Management and Public Affairs/Public Administration

Job Description:

This position represents specific program or business areas of the Wisconsin Medicaid Program with distinctive information system application, needs and requirements. This position is responsible for developing, implementing, enhancing and maintaining distinctive information systems for the support of assigned business areas or projects.

Knowledge and Skills:

The ideal candidate for this position will possess knowledge and skills in the following areas: Program planning, evaluation techniques and policy analysis. Knowledge of computerized data processing system analysis, report generation techniques, hardware and software capabilities. Working knowledge of oral and written communication skills, including technical writing skills. Ability to design, organize and carry out complex tasks. Knowledge of research design methods, management reporting techniques and statistics. Familiarity with Medicaid or other health programs.

Department of Health Services

Position Number: 133

Program & Policy Analyst

Number of Positions: 3

Division: Division of Medicaid Services

Minimum Hourly Rate: \$15.00

Maximum Hourly Rate: \$17.00

Location: Milwaukee

MILWAUKEE AREA POSITION

Area of Study: Social Services, Marketing and Communication Arts

Job Description:

Conduct focus groups, surveys and meetings 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 134

Research Analyst

Number of Positions: 1

Division: Division of Medicaid Services

**Minimum Hourly
Rate:** \$14.00

**Maximum Hourly
Rate:** \$15.00

Location: Madison

Area of Study: Information Technology, Database Management and
Public Affairs/Public Administration

Job Description:

The Data Analytics Intern will work with the Prior Authorization ISBAS to assist with the development and analysis of data for assessing current procedural performance in regards to prior authorization adjudication and outcomes. This position will assist in the development of dashboards and other innovative reporting tools.

Knowledge and Skills:

Analytical, problem-solving, negotiation, and mediation skills. Skill in program and policy development, implementation, monitoring, and evaluation techniques. Ability to analyze federal regulations and state policies for their impact on the managed care programs and operations. Ability to clearly communicate in writing and orally, including presentations, with persons from a variety of professional backgrounds. 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. Knowledge of the health care industry, which includes managed care models, quality improvement concepts, and medical and health care payer terminology. Ability to understand and follow complex written and oral direction and instruction. Familiarity with project management techniques and project life cycles.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 135

Office Operations Associate

Number of Positions: 2

Division: Division of Medicaid Services/BBM

Hourly Rate: \$14.25

Location: Madison

Area of Study: Public Affairs, Database Management and English

Job Description:

The Documentation Intern will work with the Prior Authorization Section Chief to assist with operationalization and documenting prior authorization staff processes. This position will assist with creating project plans, communicating between teams, and documenting current projects. The second intern will work with the BBM Associate Director of Operations to map BBM fiscal agent work flows, e-health work flows and HR work flows.

Knowledge and Skills:

Analytical, problem-solving, negotiation, and mediation skills. Skill in program and policy development, implementation, monitoring, and evaluation techniques. Ability to analyze federal regulations and state policies for their impact on the managed care programs and operations. Ability to clearly communicate in writing and orally, including presentations, with persons from a variety of professional backgrounds. 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 recommendations. Knowledge of the health care industry, which includes managed care models, quality improvement concepts, and medical and health care payer terminology. Ability to understand and follow complex written and oral direction and instructions. Familiarity with project management techniques and project life cycles.

Department of Health Services

Position Number: 136

Program & Policy Analyst

Number of Positions: 1

Division: Division of Medicaid Services Bureau of Fiscal Management/Hospital Section

**Minimum Hourly
Rate:** \$15.00

**Maximum Hourly
Rate:** \$17.00

Location: Madison

Area of Study: Public Affairs, Economics and Political Science

Job Description:

Complete time limited research project into a hospital related issue. This could involve the promotion of quality for hospital providers, innovative payment structures for reimbursement, or other policy issues. A graduate public policy/public affairs/public administration program is preferred.

Knowledge and Skills:

Policy research, writing, data analysis. Graduate students in public policy/public affairs/public administration programs encouraged to apply.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 137

Office Operations Associate

Number of Positions: 1

Division: Division of Medicaid Services/BEPS

Hourly Rate: \$14.25

Location: Madison

Area of Study: Business, Social Services and Database Management

Job Description:

BEPS would like support in data collection through survey, low-risk non-CARES projects or work-efforts, meeting scheduling and logistics, meeting minutes, clerical duties, records organization, distribution list audits and communication. This position will assist the Operational Support and Project Management Section.

Knowledge and Skills:

Ability to organize projects and provide information that will allow a manager to make an informed decision. Experience with technical writing and/or call center experience preferred. Basic computer knowledge; including Microsoft Office Suites required. Experience with email marketing platforms and cloud sharing platforms are a plus.

Department of Health Services

Position Number: 138

Program & Policy Analyst

Number of Positions: 1

Division: Division of Medicaid Services/BEPS/IM Training

Hourly Rate: \$15.00

Location: Madison

Area of Study: Business, Communication Arts and Social Services

Job Description:

BEPS Income Maintenance Training would like support in researching other state Income Maintenance training programs, 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 139

Office Operations Associate

Number of Positions: 3

Division: Division of Medicaid Services/BOC

Hourly Rate: \$14.25

Location: Madison

Area of Study: Business, Database Management and Sociology

Job Description:

BOC would like staff to assist in organizing electronic information as well as miscellaneous clerical duties. In addition we would possible like them to assist in record retention, fiscal duties, and contract organization. These positions will be assisting the Contract, Fiscal, and Administrative Operations Section.

Knowledge and Skills:

Basic computer knowledge; including Microsoft Office Suites. Ability to provide positive customer contacts with both internal and external stakeholders. Experience with technical writing, telephonic services, call center preferred but not required. Ability to organize projects and provide information that will allow a manager to make an informed decision.

Department of Health Services

Position Number: 140

Office Program Associate

Number of Positions: 1

Division: Division of Public Health/Administrator's office

Minimum Hourly Rate: \$12.50

Maximum Hourly Rate: \$15.42

Location: Madison

Area of Study: Business, Human Resources and Environmental Studies

Job Description:

Provide support for Lean and Quality Improvement projects in priority areas such as employee satisfaction, customer satisfaction, strategic planning, and performance management. Assist DPH leaders to pro-actively improve quality to surpass accreditation and regulatory requirements. Support DPH's implementation of Lean and Quality Improvement including distribution of tools and templates, coaching, education and measurement.

Knowledge and Skills:

Ability to utilize a wide variety of PC tools such as MS Office. 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 141

Office Associate

Number of Positions: 1

Division: Division of Quality Assurance

**Minimum Hourly
Rate: \$12.00**

**Maximum Hourly
Rate: \$13.19**

Location: Madison

Area of Study: Database Management and English

Job Description:

Updating/creating desk procedures. Review of webpages. Reviewing shared folders for outdated (no longer needed) content. Assist with mail duties, letters, meeting setup, note taking. Planning of a team meeting or special presentation on a focused topic, i.e. Use of technology. Other special project(s). Update desk procedures in the Bureau's format.

Knowledge and Skills:

The ability to use microsoft office, develop procedures, coordinate with internal staff on draft documents.

Department of Health Services

Position Number: 142

Office Associate

Number of Positions: 1

Division: Division of Quality Assurance/Office of Caregiver Quality

**Minimum Hourly
Rate: \$12.00**

**Maximum Hourly
Rate: \$13.19**

Location: Madison

Area of Study: Business, Database Management and Library Science

Job Description:

The summer intern would organize, and purge the Office of Caregiver Filing Center which contains confidential records of misconduct allegations against caregivers and substantiated findings of misconduct for caregivers. Accurate data entry is required as part of this project.

Knowledge and Skills:

Knowledge in the area of Library Science. Advanced skills in filing, reorganizing records preferred. In addition, this person may be used to purge the WI Nurse Aide Registry of names of individuals who have not worked as a nurse aide in the previous 5 years.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 143

Auditor Intern

Number of Positions: 1

Division: Office of Inspector General/Program Audit and Review Section

Hourly Rate: \$15.42

Location: Madison

Area of Study: Criminal Justice, Business and Social Services

Job Description:

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.

Department of Health Services

Position Number: 144

Auditor

Number of Positions: 1

Division: Office of the Inspector General

Hourly Rate: \$15.42

Location: Madison

Area of Study: Accounting, Database Management and Finance

Job Description:

This position reports to the Internal Audit Section Chief and will assist the section in a variety of auditing and database projects. Duties may include: Audit preparation and research; Developing data analysis and management reports; Researching and developing audit tools library; Developing test scripts for data analysis tools; Developing materials and manuals to meet quality review requirements; Other duties as assigned.

Knowledge and Skills:

The candidate will possess a familiarity with accounting and auditing concepts, including Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAP). The candidate should also be proficient in Microsoft Office, possess good writing skills, and have experience analyzing and interpreting data. Experience conducting on-line research and experience interpreting rules, statutes and professional standards is a plus.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 145

IS Data Services Professional

Number of Positions: 1

Division: Office of the Inspector General

Hourly Rate: \$15.42

Location: Madison

Area of Study: Database Management, Information Technology and Nursing

Job Description:

The Office of the Inspector General investigates fraud, waste and abuse (FWA) in Medicaid and Foodshare. The Data Analytics Unit is a mix of clinical and non-clinical analysts. The team supports system design and maintenance, analysis of large datasets, ad hoc datasets and assorted project work. The candidate would work paired with a data analyst on the team to work on data analysis for FWA investigations or system design/testing. The candidate would also participate in utilizing tools available through our contract for Advanced Data Analytics.

Knowledge and Skills:

Required knowledge of datasets, data warehouses, basic programming language and data visualization. In general, the nature of the work involves knowledge of medical services/policy/billing and economic support. However, the team can provide training/support to the candidate in those areas. Of the seven staff in the unit, three have a background in nursing informatics work and the other four are a mix of policy, programming and systems. So, if the candidate is in some sort of program such as a data scientist, this would be a great opportunity for them.

Department of Health Services

Position Number: 146

Auditor-Individual Treatment Plan

Number of Positions: 1

Division: Winnebago Mental Health Institute

Minimum Hourly Rate: \$20.00

Maximum Hourly Rate: \$30.00

Location: Oshkosh

Area of Study: Accounting, Psychology and Public Affairs/Public Administration

Job Description:

As part of a continuous quality improvement initiative the ITP auditor will review active charts for compliance with Joint Commission and CMS standards. Additional duties include providing individual and team feedback on audits and to ensure consistent recording of findings. Individual assistance to correct or improve problem areas as needed. The audits include all seven patient care units at the facility on a continuous basis.

Knowledge and Skills:

Ability to perform a complete medical chart audit for all ITP categories, knowledge of mental health treatment planning, ability to analyze and demonstrate data in a consistent and understandable manner, excellent communication skills, both verbally and in writing, and ability to establish and maintain professional relationships with a variety of disciplines.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 147

Human Resources Assistant

Number of Positions: 1

Division: Wisconsin Resource Center

**Minimum Hourly
Rate:** \$13.70

**Maximum Hourly
Rate:** \$22.60

Location: Oshkosh

Area of Study: Human Resources, Marketing and Communication
Arts

Job Description:

Develop and enhance marketing materials for recruitment, and enhance and improve new employee orientation materials. Investigate and facilitate methods of promoting hiring at WRC for diverse classifications. Assist in coordinating WRC recruitment process for all positions. Develop means by which to enhance and streamline human resources and onboarding processes. Assist with training department initiatives and data collection and organization.

Knowledge and Skills:

Knowledge of human resources management principles. Knowledge of effective professional communication. Working knowledge of computers and audio-video equipment and software (Visio, Powerpoint) to assist with presentations. Knowledge of effective interpersonal transactions. Knowledge in marketing and branding, outreach and community awareness. Ability to analyze and compute complex data. Ability to represent the personnel and facility program effectively before employees, prospective employees, supervisors, agencies, and the public. Ability to present information to large group of individuals.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 148

Licensed Practical Nurse

Number of Positions: 1

Division: Wisconsin Resource Center

**Minimum Hourly
Rate: \$19.44**

**Maximum Hourly
Rate: \$26.05**

Location: Oshkosh

Area of Study: Nursing

Job Description:

Under the direct supervision of nursing staff, this position provides health services support services to patients in a care and treatment correctional institutional setting. Collaborates with the Multidisciplinary Team in Treatment Learning Plan development regarding health care needs and specific nursing interventions and promotes a professional role for nursing within the treatment team. Assesses learning needs of patients, staff, and others. Provides direction or educational activities as indicated. Identifies own learning needs and actively seeks out opportunities to enhance knowledge. Promotes quality patient care and a safe work environment through participation in nursing and/or institution committees and continuous quality improvement activities.

Knowledge and Skills:

Demonstrates effective critical thinking skills in decision-making process, prioritizes needs and utilizes resources effectively. Assesses, plans, implements, and evaluates nursing interventions to ensure patient safety and health care needs are met. Triage and assess patient health care needs and report findings to the physician as needed, at the same time following all institution policies and procedures. Promptly responds to requests of care needs; consistently uses nursing protocols and standing orders as established, and documents care and education provided. Licensed Practical nurse in the state of WI required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 149

Nurse Clinician 3

Number of Positions: 1

Division: Wisconsin Resource Center

**Minimum Hourly
Rate: \$32.95**

**Maximum Hourly
Rate: \$45.55**

Location: Oshkosh

**Area of Study: Nursing, Business and Public Affairs/Public
Administration**

Job Description:

Learn state government role in care delivery treatment facility; Assist with National Commission on Correctional Health Care accreditation Standard evaluation and auditing requirements. Lead educational program development and implementation along with Staff Development Coordinator. Develop auditing tools to ensure NCCHC standard compliance. Update policy language with HSU Leadership team guidance.

Knowledge and Skills:

Licensed as RN. Educational pursuit in Leadership and Management course study or Clinical Nurse Leader, Nursing Educator BSN or higher educational preparedness, graduate student preferred. Excellent communication skills - written and verbal. Serve as a resource and provide direction, education, and feedback to enhance nursing and treatment performance. Leadership skills and vision.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 150

Program & Policy Analyst

Number of Positions: 1

Division: Wisconsin Resource Center

Minimum Hourly
Rate: \$17.25

Maximum Hourly
Rate: \$28.46

Location: Oshkosh

Area of Study: Business, Database Management and Public
Affairs/Public Administration

Job Description:

Under general supervision of the Wisconsin Resource Center (WRC) Quality Assurance Director, 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. Extensive skill in planning and coordinating major CQI projects. Ability to obtain knowledge of emergency management requirements according to federal and state-level entities, DHS, Homeland Security, WHA, etc. Knowledge of the use and operation of IBM-compatible computers, PC-Windows operating systems, word processing programs, spreadsheets and database management systems.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Health Services

Position Number: 151

Recreation Leader Senior

Number of Positions: 1

Division: Wisconsin Resource Center

Minimum Hourly Rate: \$16.08

Maximum Hourly Rate: \$27.87

Location: Oshkosh

Area of Study: Physical Education and Recreation, Criminal Justice and Security

Job Description:

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:

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.

Department of Justice

Position Number: 152

Human Resources Specialist

Number of Positions: 1

Division: Division of Management Services/HR

Hourly Rate: \$12.00

Location: Madison

Area of Study: Human Resources and Business

Job Description:

Work with experienced HR Specialists in conducting recruitment and selection activities for position vacancies. Attend various meetings on HR related planning and problem solving with division leadership teams. Work on special HR projects such as creating presentations & informational materials, HR record-keeping, researching, collecting and organizing data for performance metrics, policy development, or other purposes related to human resources management.

Knowledge and Skills:

Proficient skills using MS Office, especially 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Justice

Position Number: 153

Research Analyst

Number of Positions: 1

Division: DLES/BJIA

Hourly Rate: \$12.00

Location: Madison

Area of Study: Criminal Justice and Sociology

Job Description:

Conduct 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.

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, etc.). Knowledge of relational databases. Ability to communicate effectively both verbally and in writing.

Department of Justice

Position Number: 154

Program & Policy Analyst

Number of Positions: 1

Division: DLES/Training & Standards Bureau

Hourly Rate: \$12.00

Location: Madison

Area of Study: Criminal Justice and Political Science

Job Description:

Assist with activities related to programs and projects addressing issues surrounding the criminal justice system and Disproportionate Minority Contact (DMC). DMC refers to the disproportionate number of minority youth who come into contact with the juvenile justice system. The position will work as a team member with other program planning analysts, primarily in the area of Juvenile Justice.

Knowledge and Skills:

Broad knowledge of juvenile justice, human service efforts and related government programs and operations as they relate to the issues of disproportionate minority contact. Methods for researching and preparing information and documents for public distribution.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Justice

Position Number: 155

Budget Analyst

Number of Positions: 1

Division: DMS/BBF

Hourly Rate: \$12.00

Location: Madison

Area of Study: Finance, Business and Accounting

Job Description:

Assist in preparation of annual operating budgets for department programs, reporting expenditures and revenues, preparing requests for the biennial budget, assist with finance and purchasing tasks including reconciliations and transaction reviews.

Knowledge and Skills:

Proficiency/skill using common computer applications including MS Word and Excel; effective oral and written communication skills.

Department of Justice

Position Number: 156

Community Services Technician/Grants Support Specialist

Number of Positions: 1

Division: Office of Crime Victim Services

Hourly Rate: \$12.00

Location: Madison

Area of Study: Criminal Justice, Social Services and Public Administration

Job Description:

Assist with the development of a funding strategy for the Federal Victims of Crime Act (VOCA) grant program by working on the following projects: assist with a needs assessment to gather data related to VOCA services; research similar services locally and nationally; identify gaps in services or needs based on data collected. May also assist with coordinating grant applications, corresponding with subgrantees, and scheduling program site visits.

Knowledge and Skills:

Organizational and time management skills; skill using MS Word, Excel, PowerPoint, Outlook; strong written and oral communication skills; knowledge of criminal justice system or victim services, social work services, or grants.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 157

Legal Support Staff - Confidential

Number of Positions: 1

Division: Bureau of Legal Services

Minimum Hourly
Rate: \$15.00

Maximum Hourly
Rate: \$18.00

Location: Madison

Area of Study: Law

Job Description:

Draft a variety of standardized legal documents, such as pleadings, briefs, affidavits, stipulations, motions, releases, interrogatories, summonses, and complaints on non-controversial cases. Collect and compile data necessary to assist in the preparation of answers to interrogatories, complaints, discovery requests, and other legal documents. Conduct preliminary research on questions of law for legal staff.

Knowledge and Skills:

Candidate will have demonstrated ability to conduct legal research, analysis, and to convey the same both orally and in writing. Completion of at least 20 credit hours at a law school is required. Completion of at least 45 law school credit hours at the time of interview is strongly preferred.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 158

Water Supply Specialist

Number of Positions: 2

Division: Division of Environmental Management/Drinking Water & Groundwater Program **Minimum Hourly Rate:** \$14.00 **Maximum Hourly Rate:** \$16.00

Location: Fitchburg

Area of Study: Environmental Studies, Water Resource Management and Chemistry

Job Description:

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. Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required. Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned. Small public water systems serve water to at least 25 people at least 60 days per year but do not regularly service at least 25 of the same persons over 6 months per year. Examples of such systems include those serving taverns, motels, restaurants, churches, campgrounds, parks, and small businesses. These systems rely on their own wells for water supply rather than on a municipal water utility. The annual site visit serves to determine compliance with regulations established to ensure safe drinking water to protect public health. Site visits and assessments include evaluation of the water well condition, pumps, controls, storage, treatment, distribution system, cross connections, sampling considerations, and water quality data. In addition, any recent changes that may affect water quality are analyzed. The successful candidates will receive comprehensive training on water system inspection when they are hired and ongoing support to ensure success.

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. Desired qualifications: Responsible and dependable, positive attitude, ability to work effectively as part of a small team, ability to operate car (valid driver's license), navigate in rural and urban locations, and travel in-state with an occasional overnight stay.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 159

Water Supply Specialist

Number of Positions: 2

Division: Division of Environmental Management/Drinking Water & Groundwater Program **Minimum Hourly Rate:** \$14.00 **Maximum Hourly Rate:** \$16.00

Location: Green Bay/Wautoma

Area of Study: Environmental Studies, Water Resource Management and Chemistry

Job Description:

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. Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required. Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned. Small public water systems serve water to at least 25 people at least 60 days per year but do not regularly service at least 25 of the same persons over 6 months per year. Examples of such systems include those serving taverns, motels, restaurants, churches, campgrounds, parks, and small businesses. These systems rely on their own wells for water supply rather than on a municipal water utility. The annual site visit serves to determine compliance with regulations established to ensure safe drinking water to protect public health. Site visits and assessments include evaluation of the water well condition, pumps, controls, storage, treatment, distribution system, cross connections, sampling considerations, and water quality data. In addition any recent changes that may affect water quality are analyzed. The successful candidates will receive comprehensive training on water system inspection when they are hired and ongoing support to ensure success.

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. Desired qualifications: Responsible and dependable, positive attitude, ability to work effectively as part of a small team, ability to operate car (valid driver's license), navigate in rural and urban locations, and travel in-state with an occasional overnight stay.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 160

Waste Management Specialist

Number of Positions: 1

Division: Environmental Management Div, Water Quality Bureau, Wastewater Section

Hourly Rate: \$14.00

Location: Madison

Area of Study: Mathematics, Database Management and Water Resources Management

Job Description:

This position will be involved in helping to preserve and protect the natural resources of Wisconsin through support of several initiatives within the Wastewater Program. This work will include analyses of program and effluent data and preparation of infographics to support the Wastewater Permit Study Group, Septage Study Group, the ECOS Measures project, and other internal initiatives. The position will also assist staff in the development of the new Wastewater Intranet and completion of the New Employee Training Plans. Additionally, this position will support the introduction of e-reporting of wastewater monitoring results for general permittees. This position will have the opportunity to contribute innovative and creative ideas to other program initiatives and policies as assigned.

Knowledge and Skills:

Required knowledges and skills include proficiency with Microsoft Excel, completion of college-level calculus and/or statistics, and strong writing and oral communication skills. Preferred knowledges and skills include computer programming, familiarity with wastewater treatment, infographic design experience, and experience with Oracle databases and/or R (stats program).

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 161

Water Resources Management Specialist

Number of Positions: 2

Division: Environmental Management/Bureau of Water Quality/Monitoring Section

**Minimum Hourly
Rate:** \$12.00

**Maximum Hourly
Rate:** \$14.00

Location: Madison

Area of Study: Water Resource Management, Database Management and GIS

Job Description:

The position is integrated into the Wisconsin Department of Natural Resources' Bureau of Water Quality and will assist the water quality database team with SWIMS, which is the Surface Water Integrated Monitoring System that holds state water monitoring data, as well as associated GIS based applications, such as the Surface Water Data Viewer. This person would perform data entry, queries and analysis, assist with data quality assurance and quality control checks, assist with GIS applications, and locate, scan, and upload historical records from laboratory and research partners. Assistance with data collection and some field work may be arranged if desired by the applicant.

Knowledge and Skills:

Ability to think through and analyze a process to determine steps necessary to achieve an outcome. The position requires experience with spatial mapping software, database management, high attention to detail and excellent communication and writing skills. It would be helpful for the intern to be versed in limnology and/or aquatic ecology terminology and have an interest in water quality issues. Experience using GIS is a plus.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 162

Environmental Program Associate

Number of Positions: 1

Division: Environmental Management/Waste and Materials Management

Minimum Hourly
Rate: \$12.00

Maximum Hourly
Rate: \$14.00

Location: Milwaukee

MILWAUKEE AREA POSITION

Area of Study: Engineering, Chemistry and Environmental Studies

Job Description:

Assist in file maintenance and data management for the SER waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the Southeast Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 163

Environmental Program Associate

Number of Positions: 1

Division: Environmental Management/Waste and Materials Management

**Minimum Hourly
Rate: \$12.00**

**Maximum Hourly
Rate: \$14.00**

Location: Eau Claire or Spooner

Area of Study: Environmental Studies, Engineering and Chemistry

Job Description:

Assist in file maintenance and data management for the WCR/NOR waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the West Central or Northern Regional Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, environmental studies, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 164

Environmental Program Associate

Number of Positions: 1

Division: Environmental Management/Waste and Materials Management

**Minimum Hourly
Rate: \$12.00**

**Maximum Hourly
Rate: \$14.00**

Location: Green Bay

Area of Study: Engineering, Chemistry and Environmental Studies

Job Description:

Assist in file maintenance and data management for the NER waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the Northeast Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 165

Waste Management Specialist

Number of Positions: 1

Division: Environmental Mgt Division

**Minimum Hourly
Rate:** \$14.00

**Maximum Hourly
Rate:** \$17.00

Location: Fitchburg

Area of Study: Environmental Studies and Public Affairs

Job Description:

Assist in file maintenance and field site assessments of closed waste site for the SCR waste program. 40%: Assist in reorganization, clean up and maintenance of the file management system for the South Central Office Waste Management program; reorganizing our files currently in storage, entering data into our data tracking system. 40%: Assist in conducting site assessments of non-engineered closed waste sites; conduct desktop site and file review, field site assessment and update facility data in files and database system; 20%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Interest in natural resources/management, regulatory programs and procedures, program administration. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 166

Environmental Program Associate

Number of Positions: 1

Division: Environmental Mgt/Waste and Materials Mgt

Hourly Rate: \$14.00

Location: Madison

Area of Study: Environmental Studies, Chemistry and Business Management

Job Description:

Assist with file maintenance, data management, and process documentation for the Hazardous Waste and Beneficial Use subprograms at the Central Office location. Assist in reorganization, cleanup and maintenance of historical program (chemist/regulatory) files, with some conversion to electronic files - in accordance with record retention policies. Gain familiarity with the waste subprograms by working with staff members in the office and at meetings, and work with staff to develop "work instructions" and procedural documents pertaining to data management; categorize, organize, and index existing guidance and training materials. Assist the Beneficial Use program with analytical data entry needs.

Knowledge and Skills:

Interest in natural resources/management, regulatory programs and procedures, program administration. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details. Valuable to have chemistry or environmental sciences background.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 167

Equal Opportunity Specialist

Number of Positions: 1

Division: Internal Services/Bureau of HR

**Minimum Hourly
Rate:** \$13.00

**Maximum Hourly
Rate:** \$15.00

Location: Madison

Area of Study: Human Resources and Communications

Job Description:

This position reports to the Deputy Director of Human Resources and works closely with the Affirmative Action Officer (AAO) on a variety of projects and tasks. This position will assist with Reasonable Accommodations, AA statistical reporting, policy updates, and AA recruitment/outreach activities. Maintain career fair ad recruitment information in the enterprise Recruiting Plan (ERP) SharePoint site and register DNR for events. Alert supervisor and AAO to events that have a focus on diversity or where a more diverse candidate pool is expected. Research and seek out new opportunities and partnerships to increase the diversity DNR. Represent the DNR at recruitment/employment event requested. Attend DNR Diversity Team meetings and assist as needed. Policy updates and communication. Draft policy updates in current format for review and approval. Incorporate law and process changes regarding employment, ADA, reasonable accommodation, and discrimination into the updated policies. Assist with updating Diversity and Inclusion intranet and internet pages by finding and notifying IT contact of broken links and identifying areas where information could be more clearly communicated. Review Reasonable Accommodations (RA) requests and discrimination complaints. Research and compile documents related to the case. Draft a decision for review and approval of AAO or others as necessary. Communicate RA approvals to employee, supervisor, and others as appropriate. Consult with staff, supervisors and medical professionals for additional information or clarification if information provided unclear. Enter information in Peoplesoft or other database/spreadsheet tracking documents accurate Retrieve data and produce reports as requested. Organize and maintain data and supporting documents in paper and/or electronic files as required. Organize files in a way to more readily identify their status in terms of record retention requirements. Assist with the SAAIP program reporting and evaluation. Alert supervisors and SAAIP interns of the mid-term and final surveys to obtain their feedback regarding the value of the internship and ways to improve. Communicate noteworthy responses to AAO and Deputy HR Director and develop a report on the program.

Knowledge and Skills:

Proficient in use of Microsoft Office Word, Outlook, Excel, PowerPoint. Experience with OneNote a plus. Basic knowledge of employment law; employment, discrimination, harassment ADA, AA, etc. Organizational skills and knowledge of general office procedures. Excellent communication and customer service skills.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 168

IS Technical Services Professional - (CyberSecurity Assistant)

Number of Positions: 1

Division: Internal Services/Security

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Madison

Area of Study: Information Technology, Help Desk\Tech Support
and Cyber Security

Job Description:

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:

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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 169

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Green Bay

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site, Jordan Franklin and/or Debbie Rohrbeck.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Department of Natural Resources

Position Number: 170

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Spooner

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 171

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Rhinelander

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Department of Natural Resources

Position Number: 172

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Minimum Hourly
Rate: \$13.00

Maximum Hourly
Rate: \$15.00

Location: Wautoma

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 173

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

**Minimum Hourly
Rate: \$13.00**

**Maximum Hourly
Rate: \$15.00**

Location: Fitchburg

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Public Instruction

Position Number: 174

Communications Specialist - CTE

Number of Positions: 1

Division: Academic Excellence/Career & Technical Education Team

Hourly Rate: \$13.70

Location: Madison

Area of Study: Communications, Digital Media and Marketing, Journalism

Job Description:

The primary function of this internship is to develop, plan, implement, and measure communication activities for the Career and Technical Education (CTE) Team. The mission of the CTE Team is to provide leadership, service and connections to prepare learners for life, work and careers. Internship responsibilities include Utilize the CTE communications plan and messaging to guide work and oversee production of biweekly news feed. Review the Career and Technical Education websites and team calendar to acquire an understanding of the different program offerings and upcoming events. Use search terms to manage news feeds and offer shareable ideas to education consultants and subsequently post to social media outlets. Monitor communication feeds (websites, news outlets, etc.) to recommend content to be reposted for Career and Technical Education and related subject matter (i.e. determine CTE success stories content, and find additional content related to entrepreneurship, financial literacy, career and technical student organizations, etc.). Work collaboratively with CTE Team and DPI to write effective copy for websites, Twitter, Facebook, Google+, etc.) Schedule posts in social media feed (HootSuite) in order to have logical posts occurring on a regular basis. Manage presence in social networking sites including Facebook, Twitter, and other similar community sites, posting on relevant blogs, and seeding content into social applications as needed. Monitor effective benchmarks for measuring the impact of social media programs, and analyze, review, and report on effectiveness of campaigns in an effort to maximize results.

Knowledge and Skills:

Strong project management or organizational skills. Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships. In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Twitter, You Tube, Pinterest, etc.) and how they are deployed in different scenarios. Good technical understanding and can pick up new tool quickly. Problem-Solving: Ability to figure out how to best communicate message different platforms. Customer focused, with a positive energetic personality. Demonstrated use of social media (possibly beyond personal examples) or training/education.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Public Instruction

Position Number: 175

Human Resources Specialist

Number of Positions: 1

Division: Finance & Management/Human Resource Services Team

Hourly Rate: \$17.08

Location: Madison

Area of Study: Human Resources and Business

Job Description:

Assist with LTE and permanent recruitments (including posting job announcements to various sites; preparing materials for panels; entering applicant scores; closing out files, etc.) Reviewing requests to change titles of positions. Policy update, tracking and ensuring completion of performance evaluations, criminal background checks, and/or other documents. Preparing for training events.

Knowledge and Skills:

Basic knowledge of state and federal human resources laws, rules, policies and procedures; ability to identify recruitment techniques and strategies including consideration for AA/EEO; computer skills, including word processing, spreadsheets, and email systems; ability to use automated human resources information systems; effective oral and written communication skills; ability to establish and maintain effective working relationships.

Department of Public Instruction

Position Number: 176

Education Specialist - Open Enrollment Program

Number of Positions: 1

Division: Finance & Management/School Management Services

Hourly Rate: \$17.08

Location: Madison

Area of Study: Business, Public Affairs and Finance

Job Description:

In consultation with the open enrollment program staff, assist in the processing of transportation reimbursement claims for eligible low-income parents with students participating in the open enrollment program. Provide assistance to parents filing an open enrollment transportation reimbursement claims. Review submitted open enrollment transportation claims and supporting documentation for payment eligibility. Resolve errors with parents that occur in the determination of open enrollment transportation reimbursement payments.

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. 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.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Public Instruction

Position Number: 177

Education Specialist - Private School Choice and Charter School Programs

Number of Positions: 1

Division: Finance & Management/School Management Services Team

Hourly Rate: \$17.08

Location: Madison

Area of Study: Public Affairs, Business and Finance, Political Science

Job Description:

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.

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.

Department of Public Instruction

Position Number: 178

Communications Specialist - Senior

Number of Positions: 1

Division: Office of the State Superintendent/Education Information Services

Hourly Rate: \$17.08

Location: Madison

Area of Study: Communications, Media and Journalism

Job Description:

Writing news releases, newsletter stories, drafting communications and social media plans, potential for interacting with journalists on background and research projects.

Knowledge and Skills:

Excellent written and oral communication skills. Knowledge and skill in social media communications. Ability to synthesize and summarize information from multiple sources. Ability to determine how to best communicate a message on different platforms.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Public Instruction

Position Number: 179

Research Analyst

Number of Positions: 1

Division: Student & School Success/Office of Educational Accountability

Hourly Rate: \$17.08

Location: Madison

Area of Study: Mathematics and Elementary\Secondary Education

Job Description:

This position will support the Office of Educational Accountability and other Department of Public Instruction (DPI) staff by informing work to close educational achievement gaps. Expected work will include analyzing performance trends in school accountability, evaluating trends in test data, and examining performance of schools that have been identified for intervention and support by DPI.

Knowledge and Skills:

Knowledge of statistics. Ability to conduct statistical analysis using Excel, R, Stata, or Microsoft Access. Excellent written and oral communication.

Department of Public Instruction

Position Number: 180

Communications Specialist - Title I & School Support

Number of Positions: 1

Division: Student & School Success/Title I & School Support Team

Hourly Rate: \$13.70

Location: Madison

Area of Study: Communications, Digital Media and Marketing

Job Description:

Develop scripts for Title I program video explainers, including Out of Home care, Title I, Part A, and Title I, Part C. Work with EIS team to produce and publish videos. Work closely with the Title I communication specialist to produce and disseminate communication materials for various Title I programs, including specific support for Title I social media accounts.

Knowledge and Skills:

Excellent written and oral communication skills. Extensive knowledge, experience and skill in social media communications. Knowledge of multimedia and technology used by DPI, including but not limited to the Adobe Creative Cloud programs, Drupal or other open-source web management systems, and data display programs. Ability to synthesize and summarize information from multiple sources. Ability to work effectively as part of a Team.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Workforce Development

Position Number: 181

HR Assistant

Number of Positions: 1

Division: Division of Operations/HRS

Hourly Rate: \$13.70

Location: Madison

Area of Study: Human Resources and Business

Job Description:

Assist with human resource activities including the following: Aid Staffing, Classification and Compensation staff with preparing job announcements. Prepare certification requests, process requests, and perform follow-up procedures, including routine classification and recruitment decisions and informational contacts. Process transfers, reinstatements, voluntary demotions, promotions and termination actions. Aid Staffing, Classification and Compensation Section staff with policy and procedure updates. File materials as appropriate in Personnel Files, Terminated Employee Files, Certification Request Files, Reclassification Request Files and others. Maintain a variety of HR logs and spreadsheets, such as those related to completion of probationary periods, tracking signatures on attendance information into Cornerstone (DWD's Learning Management System) and prepare training materials. Aid Training staff with facilitating training programs. Aid Training staff with policy and procedure updates. Copy materials as needed by staff, including two-sided copying. Fax or scan materials using a multifunction machine. Other duties as assigned.

Knowledge and Skills:

Knowledge of and ability to use Microsoft Word and Excel (knowledge of Access is desirable but not required). Knowledge of and ability to use personal computers for word processing, data entry, and database activities (experience with mainframe computers is desirable but not required). Effective oral communication. Effective written communication skills. Knowledge of and ability to apply good customer service principle. Good organization and time management skill. Ability to follow directions and perform functions accurately. Ability to identify, analyze and solve problems. Ability to independently organize and prioritize work to meet deadlines.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Employee Trust Funds

Position Number: 182

Program & Policy Analyst

Number of Positions: 1

Division: Division of Management Services/Bureau of Budget, Contract Administration, & Procurement

Hourly Rate: \$17.25

Location: Madison

Area of Study: Public Affairs, Finance and Business Management

Job Description:

Provide support and assistance to the Advanced Budget Analyst in developing operating budget reports and presentations and conduct trend analysis on Cost Effective Measurement (CEM) benchmarking results.

Knowledge and Skills:

Ability to independently conduct research and analysis, synthesize and interpret data; format information into summaries and presentations; excellent verbal and written communication skills; ability to use complex and sophisticated personal computer based software systems (e.g., Microsoft Windows applications such as Word, Excel, PowerPoint, etc.).

Employee Trust Funds

Position Number: 183

Accountant

Number of Positions: 1

Division: Division of Trust Finance

Hourly Rate: \$17.25

Location: Madison

Area of Study: Accounting, Finance and Business Management

Job Description:

This position will assist the Division of Trust Finance with general accounting tasks such as creating journal entries, accounts payable, reconciliations, documenting procedures, assist with audit preparation, work on special projects, and other duties as assigned. This position will also assist the Office of Internal Audit with internal audit testing by tracing source documents to appropriate records, vouching transactions for appropriate support, recalculating for accurate computation and/or performing limited analytical procedures.

Knowledge and Skills:

Accounting theories and principles, problem solving techniques, computer skills and software including Excel and Word, good written and oral communication skills, ability to work effectively in a team environment.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Office of the Commissioner of Insurance

Position Number: 184

Operations Program Associate

Number of Positions: 1

Division: Injured Patients and Families Compensation Fund

**Minimum Hourly
Rate: \$14.00**

**Maximum Hourly
Rate: \$15.00**

Location: Madison

Area of Study: Business, Finance and Actuarial Studies

Job Description:

Research and analysis of data related to assessments, claims and actuarial data; research of similar systems in other states; internal data collection, other duties as assigned.

Knowledge and Skills:

Microsoft Office Suite, particularly Outlook, Word and Excel, oral and written communication skills.

University of Wisconsin - Waukesha

Position Number: 185

Program Assistant

Number of Positions: 1

Division: Diversity and Pre-College Center

Hourly Rate: \$10.00

Location: Waukesha

MILWAUKEE AREA POSITION

Area of Study: Elementary\Secondary Education and Social Services

Job Description:

Provide assistance to the the Director for planning, scheduling and execution of the Summer Pre-College program. Assist in the training and managing student employees. Provide guidance, support and successful completion of all program goals. Provide academic and social support for students in middle and high school. Assist in creating a positive and safe environment for all students promoting the importance of academic rigor. Assist in education the students on college and career awareness. Motivate students in the pursuit of higher education and future aspirations. Encourage leadership and life long leadership skills through positive activities.

Knowledge and Skills:

Good Communication skills oral and written. Knowledge and understanding of higher education importance. College and careers, ability to work with youth. Experience working with diverse populations, proficient in computer programs such as Excel, Access, PowerPoint and Microsoft office. Attention to detail, and strong organizational skills.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 186

STEM Program Coordinator

Number of Positions: 1

Division: 4-H Youth Development/Trempealeau County - UW Extension

Hourly Rate: \$10.00

Location: Arcadia

Area of Study: Elementary\Secondary Education, Foreign Language and Cultural Studies

Job Description:

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 club 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:

Ability to be self-directed and self-motivated. Fluent in Spanish and English. 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. History of working with Latino audiences. Coursework or experience in teaching or working with youth. Coursework or experience in STEM subjects. Experience with relationship building with people from diverse groups. Prior exposure to 4-H programming. Experience in program planning and development.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 187

At-Risk Youth Intern

Number of Positions: 1

Division: 4-H and Youth Development/La Crosse County

Hourly Rate: \$12.00

Location: La Crosse

Area of Study: Physical Education and Recreation, Psychology and Social Work

Job Description:

Plan, coordinate, promote, teach and evaluate educational programs under the direction and in cooperation with County UW-Extension, La Crosse School District and Human Services. Co-teach, plan and facilitate experiential learning opportunities for youth in areas such as adventures and animal projects (canoe trips, ropes course, horse activities, camp, etc) Prepare newsletter articles, news releases and other materials. Assist with field research and evaluation of programs. Other duties as assigned.

Knowledge and Skills:

Educational background and/or work experience with youth and/or diverse clientele groups. Basic computer knowledge. Enrolled college student having completed coursework with junior or senior standing, and returning for credit coursework in the fall of 2018. Current driver's license and personal automobile with adequate insurance. Ability to perform in and out of the office in all types of terrain. Approved criminal records review. Educational background and/or work experience in Education, Social Work, Recreation, or related fields preferred. First Aid and/or CPR certification preferred.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 188

Clark County 4-H/Ag Summer Intern Position

Number of Positions: 1

Division: 4-H and Youth Development/Department of Youth, Family, and Community Development

Hourly Rate: \$10.00

Location: Neillsville

Area of Study: Physical Education and Recreation and Wildlife Ecology

Job Description:

1. Work with and train 4-H Camp Counselors. 2. Plan and direct three Summer Camp programs Day camp for youth in grades Kindergarten to third grade, Double O camp for youth in third through Fifth grade, and Extended Camp at Kamp Kenwood in Chippewa County for youth in grades fifth through eighth. 3. Collect farm information for research projects. 4. Chaperone in-state, interstate, and state programs as needed. 5. Plan 4-H has Talent and 4-H Family Fun Night at the Clark County Fair.

Knowledge and Skills:

Must be currently enrolled in a post-secondary institution. 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. Ability to work flexible hours including weekends, and nights. Past experience with youth organizations such as: 4-H, FFA, Scouting, or youth church groups. Past experience of working with volunteers. Past experience of being a camper, camp counselor, and/or attending summer camp. Knowledge of University of Wisconsin-Extension. Experience with Microsoft Office computer programs. Ability to operate office equipment such as copy machines, folding machines, etc.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 189

Toolkit for Diversity and Inclusion in Early Childhood Intern

Number of Positions: 1

Division: CES Family Living Programs with support from the School of Human Ecology

Hourly Rate: \$15.00

Location: Madison

Area of Study: Elementary\Secondary Education, Psychology and Social Work

Job Description:

The intern will work on the Toolkit for Diversity and Inclusion in Early Childhood which will be used to empower educators and parents/caregivers of young children to engage in evidence-based approaches for promoting equity, inclusion, and multicultural awareness in early childhood, a critical developmental period for bias prevention, using children's books and compassion exercises. We hope to measure change via pre- and post-training assessments using an online implicit bias test.

Knowledge and Skills:

Advanced undergraduate student, or recent graduate. Coursework in areas such as human development, mindfulness, social justice, positive youth development, early childhood education or parenting. Demonstrated ability to value individual and cultural differences. Ability to work collaboratively as a member of a team. Ability to plan, implement, and evaluate a community-based, non-formal educational program intended to reach, and be accessible to, a diverse audience. Willing to learn. Experience working on applied research and outreach projects. Work or volunteer experience with socially, economically and/or ethnically diverse populations. Ability and willingness to work with parents, caregiver small children. Ability to research children's literature. Ability to teach and communicate ideas effectively verbally and in writing. Basic computer skills, including the ability to use word processing and the Internet. Occasional need to travel to and from community-based sites.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 190

Latino Community Development Intern

Number of Positions: 1

Division: Community, Natural Resource, and Economic Development/Fond du Lac Cty

Hourly Rate: \$10.00

Location: Fond du Lac

Area of Study: Business and Social Services

Job Description:

The intern will support Latino business owners, entrepreneurs, and community leaders in their plans to start and grow businesses and/or start a nonprofit or Latino Chamber. Duties will include one-on-one and group meetings, group facilitation to set goals and make decisions, and business counseling. There will be opportunities to shadow business development professionals and learn to advise clients on business plan development, accessing start-up capital, marketing, and non-discrimination laws.

Knowledge and Skills:

Fluency in writing, speaking, and understanding Spanish at a professional level. Ability to interact with others effectively in both white American and Mexican immigrant cultural settings (intercultural skills). Interpersonal and group facilitation skills. Basic understanding of immigration, racism, and white privilege. Experience or interest in learning business and non-profit development skills: planning, financing, marketing. Willingness to do personal reflections for continuous growth. Experience in community organizing & purposeful relationship building. Experience in group facilitation. Experience with strategic planning processes. Experience as an entrepreneur. Experience in business and non-profit development and financing. Thorough understanding of immigration-related matters, racism, white privilege, language access, and non-discrimination laws.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 191

Summer Family Living Intern

Number of Positions: 1

Division: Family Living/Racine County UW-Extension

Hourly Rate: \$12.00

Location: Burlington

Area of Study: Criminal Justice, Psychology and Sociology

Job Description:

This summer position works closely with the Family Living team to plan, implement and evaluate programs focused on families - community systems such as children of incarcerated parents, child support/family court and community resources. The internship provides valuable pre-professional experience for educational and community-based careers.

Knowledge and Skills:

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. Strong organizational and communication skills. Demonstrated ability to value individual and cultural differences. Self-motivated and self-directed. Basic computer skills. Must provide own transportation. Background in education, family studies, human development, criminal justice, psychology, or sociology. Work or volunteer experiences with socially, economically and/or ethnically diverse populations. Knowledge/experience working with incarcerated populations. Proficiency in Spanish.

UW-Extension

Position Number: 192

Media Specialist Intern

Number of Positions: 1

Division: Instructional Communications Systems (ICS)/BAMI

**Minimum Hourly
Rate:** \$10.00

**Maximum Hourly
Rate:** \$12.00

Location: Madison

Area of Study: Communications and General

Job Description:

The Media Specialist Intern will work under the supervision of a full-time Instructional technologist to ensure that each of the assigned instructional events, either in the building or electronically, are successfully implemented throughout the instructional life-cycle; including pre-event design and setup, event support, and post-event production and follow-up.

Knowledge and Skills:

1. Experience or aptitude in operating and monitoring audio, video, and web-based conference collaboration systems. 2. Experience in media production involving cameras, switchers, and other classroom related technology. 3. Be a strong customer advocate with exemplary customer service and personal interaction skills. 4. Able to multi-tasks and manage multiple projects simultaneously. 5. This position requires evening and weekend hours. 6. Analytical mind, able to troubleshoot, and provide technical solutions. 7. Knowledge of helpdesks and experience in incident reports and resolution process.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 193

Summer Horticulture Intern

Number of Positions: 1

Division: Kenosha County UW-Extension/ANRE

Hourly Rate: \$12.00

Location: Bristol

Area of Study: Environmental Studies, Agriculture and Horticulture

Job Description:

Act as program coordinator for summer youth programs in UW-Extension horticulture program; Kenosha/Racine Counties. Select relevant garden/plant related plant activities/curriculum and gather materials to carry out programs. Lead activities during the scheduled programs. Recruit Master Gardener Volunteers to assist at summer youth programs. Work collaboratively with community partners involved in programs. Assist Master Gardeners in Plant Health Advisors project.

Knowledge and Skills:

Currently enrolled in horticulture/agriculture education degree program. Task-oriented, Self-starter, Verbal and written communication skills necessary to carry out job requirements. Problem solving skills. Ability to work with all ages of populations and all audiences. Enrolled in horticulture/agriculture education degree program.

UW-Extension

Position Number: 194

Bilingual Project Coordinator (Spanish-English) or (Hmong-English)

Number of Positions: 1

Division: Language Access Team

Hourly Rate: \$15.00

Location: Madison

Area of Study: Communication Arts, Foreign Language and Cultural Studies

Job Description:

The Bilingual Project Coordinator will collaborate closely with other team members to plan and execute a wide range of multilingual projects that support Cooperative Extension's educational programming. The intern will develop and manage website content, visuals, infographics, brochures, bilingual glossaries, resources, tools, and other materials that support the vision and goals of the Language Access Team.

Knowledge and Skills:

Solid experience working with Microsoft Office. Strong communication and presentation skills, both oral and written. Professional level of language proficiency in Spanish or Hmong, which should include: an ability to read, write, and understand the language, a sensitivity toward the inherent diversity that exists within Spanish-speaking or Hmong-speaking populations. An ability to communicate independently with colleagues and community. Knowledge of, or experience with, the translation and interpretation process. Managing content using web-based tools (i.e. Wordpress, Qualtrics, Google Docs). Digital media editing (photo, video, audio, etc.). Development of brochures, infographics, and other visually appealing tools. Interest in educational programming and public entities that promote positive engagement of diverse youth and adult learner populations.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 195

Project Assistant

Number of Positions: 1

Division: Local Government Center

Hourly Rate: \$12.00

Location: Madison

Area of Study: Communication Arts and Marketing

Job Description:

Work with video editing software (Adobe Premier Pro) on educational programming. Create animated promotional videos with PowToon. Help with Social Media broadcasting and posts. Other project duties as needed and defined as project progresses. ****FLEXIBLE HOURS AVAILABLE****

Knowledge and Skills:

1. Must know how to use basic software programs such as Word, Excel, PowerPoint, Adobe Pro DC, Premier Pro, InDesign, etc. 2. Familiar with online software program use such as Qualtrics, PowToon (Helpful but not required) 3. Be able to create and post communications and promotional media from ideas that are supplied by office staff and specialist. 4. Communication and Marketing, including Social Media experience. 5. Knowledge of working with Excel Spreadsheets. 6. Able to work on Mac or PC.

UW-Extension

Position Number: 196

Graphic Artist

Number of Positions: 1

Division: The Cooperative Extension Department of Communications and External Relations

Hourly Rate: \$14.00

Location: Madison

Area of Study: Communication Arts, Digital Media and Marketing

Job Description:

Assist in identifying opportunities to tell our story. Assist in the development of a media library, especially photo and video, that will represent the diverse audience of people we serve. Photograph colleagues/partner. Produce and edit video of colleagues/partners. Work closely with the Communications team and would collaborate with the Office of Equity, Diversity and Inclusion. This position requires local, regional and potentially state-wide travel.

Knowledge and Skills:

A passion for storytelling through photo and video. Creative with attention to detail. Strong organizational and communication skills. A commitment to diversity and inclusion. Enthusiasm and flexibility. Basic computer proficiency with Microsoft programs. Demonstrated experience of photo and video editing software. Must be at least 16 years old. Must be currently enrolled in an accredited post-secondary institution. Must reside and/or attend school within the State of WI. Completion of at least 50% of current program preferred. Valid Driver's license and proof of insurability. Interest in cultural studies.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 197

Summer Teaching Naturalist

Number of Positions:

Division: Upham Woods Outdoor Learning Center / Youth Development

**Minimum Hourly
Rate:** \$8.00

**Maximum Hourly
Rate:** \$10.00

Location: Wisconsin Dells

Area of Study: Elementary\Secondary Education, Environmental Studies and Physical Education and Recreation

Job Description:

The Upham Woods summer teaching 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, interacting with 4-H Youth educators and adult volunteers, and care for programmatic, outpost and recreational, equipment which includes the science center animals.

Knowledge and Skills:

The desire to lead recreational and environmental education activities. 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. CPR and First Aid certificate. Certification course can be provided on site during training. Applicant must be able to pass standard criminal background check. Lifeguard certification. On site certification course may be provided as part of staff training. 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 technique. Applicants must have obtained at least a sophomore standing in college or equivalent. Ability to effectively communicate environmental concepts to youth and youth leader. A clean driving record. Knowledge and ability to handle birds of prey in a presentation setting.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 198

American Indian Outreach

Number of Positions: 1

Division: UW Extension Milwaukee County

Hourly Rate: \$12.00

Location: Milwaukee

MILWAUKEE AREA POSITION

Area of Study: General

Job Description:

Work on a Native American Outreach Project using the 2016 Milwaukee Report. Coordinate with the Area Extension Director, the office Program Coordinators, Native American Task Force and Native Nations Co-chairs. Create an advisory committee to provide feedback from Milwaukee’s American Indian Community, UW Extension – Milwaukee County educators, Native American Task Force and Native Nations. Based on dialog among committee members, identify goals, community outreach and educational efforts. American Indian students or students with a history or knowledge of the American Indian community are encouraged to apply.

Knowledge and Skills:

Knowledge of American Indian community and organizations in Milwaukee, or elsewhere; Strong organizational skills; Good communication skills; Team work experience; Good writing skills. Experience working with American Indian community in Milwaukee or Wisconsin.

UW-Extension

Position Number: 199

STEM Social Media Intern

Number of Positions: 1

Division: Wisconsin Geological & Natural History Survey

Hourly Rate: \$10.00

Location: Madison

Area of Study: Water Resource Management

Job Description:

We are looking for a detail-oriented, motivated student to assist with social media posts, content planning, metrics tracking, and account management. Includes Facebook, Twitter, Pinterest, Instagram, and YouTube accounts and coordination with our website. Additional responsibilities include preparing outreach materials and attending occasional outreach events (such as State Fair) as needed.

Knowledge and Skills:

The ideal candidate will have up-to-date knowledge of various social media and have exceptional writing and editing skills. She/he will be able to work with minimal supervision, have great attention to detail and will exercise good judgment on posts. Basic science literacy is needed; science major is not necessary. Science coursework, especially Earth Science. Interest in geology is a plus.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

UW-Extension

Position Number: 200

Educational Outreach and Communications Intern

Number of Positions: 1

Division: Wisconsin Public Television / BAMI

**Minimum Hourly
Rate:** \$10.00

**Maximum Hourly
Rate:** \$12.00

Location: Madison

Area of Study: Communication Arts and Elementary\Secondary
Education

Job Description:

You will work with our education specialists, promotions and engagement events teams to develop our resources and strategy to promote new and existing educational resources to the early learning community. You will have the opportunity to be a part of collaboration between WPT departments internally and with external partners to serve educators and create resources.

Knowledge and Skills:

Organize, assemble, and create materials for upcoming workshops. Conduct research in early education. Engage with young children during summer workshop. Represent WPT Education at events such as "Get Up and Go!" day. Assist WPT staff in planning and execution of "Get Up and Go!" events. Other duties as assigned.