

From: Veldran, Lisa

Sent: Tuesday, March 25, 2008 8:33 AM

To: Bruer, Tim; Clausius, Joe; Compton, Judy; Konkel, Brenda; Mike Verveer; Rhodes-Conway, Satya; Schumacher, Michael; Webber, Robbie

Cc: Donahue, Harper; Davis, Norman; Studesville, Larry

Subject: AASPIRE Intern Recruitment Answers

[CCOC Members](#),

At the last CCOC meeting (March 4, 2008) members requested that I find out more about the recruitment process for the city's AASPIRE Internship program. The following is an email I received from Harper Donahue from the Affirmative Action Division (Civil Rights Recruitments Specialist). If you have more questions please feel free to contact Mr. Donahue (his contact information is located at bottom of this email)

Lisa Veldran
Administrative Assistant
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1. How the recruitment process is conducted?

- "The City of Madison's AASPIRE program is an Affirmative Action initiative designed to provide college students professional work experience and mentoring opportunities in city government. This program - AASPIRE (Affirmative Action Student Professionals in Residence) is designed to typically provide 8-9 weeks of full-time internship for a select number of college students interested in pursuing a professional career in the public service."
- This year's recruitment period began March 3rd and will close March 28th. Interested applicants are required to submit a formal City application along with a resume and a letter of interest.
- Shortly after the recruitment period ends I, along with HR, will review the the application materials and make referrals to participating Departments/Divisions. Participating Departments/Divisions are required to offer an interview to all certified individuals (typically 6-9 candidates).
- The anticipated start date for 2008 AASPIRE Interns is May19th.

2. Who is targeted during the recruitment process?

- While ANY college student is eligible to participate in the AASPIRE Program, the focus of the recruitment targets Affirmative Action Target Group Members.

3. Where do we recruit?

Colleges

- MATC: Multicultural Student Services
- UW-Milwaukee: Multicultural Student Center
- UW-Whitewater: Multicultural Resource Center
- UW- Parkside: Office of Equity & Diversity
- Marquette University: Multicultural Center
- UW-Madison
 - Multicultural Student Center
 - Multicultural Student Center – Satellite
 - Trio Student Support Services
 - PEOPLE Program
 - POSSE Program
 - Medical School – Minority Disadvantaged Programs
 - School of Nursing – Minority Student Services
 - Academic Advancement Program
 - School of Education – Education Minority Program
 - Diversity Affairs Office
 - Human Ecology – Minority Programs, Student Services
 - Law School
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Multicultural Academic Programs & Services (MAPS)

- Office of the Provost
- Educational Diversity Program
- School of Business

Area High Schools

- Madison Memorial
- Madison East
- Madison West
- Madison Lafollette
- Edgewood High School
- Verona Area High School

Community Based Organizations/Associations

- La Sup
- MUM
- Centro Hispano

Please let me know if there are still questions or if I did not properly address your previous questions. Thank you very much. hd4.

Harper Donahue, IV
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