

**CITY OF MADISON**  
**2008 AASPIRE PROGRAM SPONSORSHIP**  
**Host Department/Division Application**

Name: **Lisa Veldran**

Date: **January 18, 2008**

Title: **Administrative Assistant**

Department/Division: **Common Council Office**

AASPIRE Management Intern 1 Development Plan:

- Describe the project to which the intern will be assigned.
- Explain what responsibilities the intern will be expected to assume.
- Identify how the intern will be exposed to your operating procedures and policies. What meetings or other administrative processes will the intern be permitted to observe (or participate in)?

Management Intern I:

**Project Description**

**Provide high level of research needed on policy issues for individual alders.**

Gather, assemble and report information to Common Council members on diverse policy and budgetary matters.

Utilize various research and reporting techniques in providing quality information for Council consideration.

Utilize appropriate research strategies (e.g. internet, library and structured interviews) to solicit information requested by individual Council members.

Prepare written and oral reports and findings, and identify policy options.

Conduct legal precedent research and summarize findings.

**Knowledge, Skills and Abilities**

Ability to gather, assemble and report narrative and financial information relevant to policy determinations.

Ability to communicate effectively both orally and in writing.

Ability to utilize computer technology to include word processing, spreadsheet and graphics software packages.

Ability to prepare and/or coordinate the preparation of tables, maps, graphs, spreadsheets and charts.

**Exposure to operating practices/procedures**

Administrative Assistant will provide supervision and will meet often with intern.

Will be working directly with alder requesting research.

May need to attend staff/constituent meetings with alder (if needed) to gather information for research project.

*(Use additional pages if necessary)*

Limited resources may prevent the award of a fully funded intern for your agency, is it possible that your agency can support all or a portion of the internship cost (approx. \$4,100 for 320 hours)?

No **Not budgeted for in 2008**

Yes \_\_\_\_\_ How much? \_\_\_\_\_

*Please return electronically to: Harper Donahue  
hdonahue@cityofmadison.com*

*(Applications are due January 25, 2008)*