

PROFESSIONAL AFFIRMATIVE ACTION INTERNSHIPS

**CITY OF MADISON
AASPIRE INTERN*
COMMON COUNCIL OFFICE**

NO CITY OF MADISON RESIDENCY IS REQUIRED FOR THIS POSITION

The City of Madison's AASPIRE program is an Affirmative Action initiative designed to provide college students (see qualifications) 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 (see qualifications) interested in pursuing a professional career in the public service.

SALARY: \$12.84 per hour

HOURS: Up to 40 hours per week.

DURATION: Summer internship. Approximately eight weeks, target start date May 19, 2008.

GENERAL RESPONSIBILITIES: 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. Conduct legal precedent research and summarize findings.

PROJECT DESCRIPTION: Provide high level of research needed on policy issues for individuals alders. Prepare written and oral reports and findings, and identify policy options. Administrative Assistant will provide supervision and will meet often with intern. The intern will be working directly with alder requesting research. The intern will attend staff/constituent meetings with alders (if needed) to gather information for research projects.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

TRAINING AND EXPERIENCE: Applicants must be actively enrolled in, or recently graduated from, a post-secondary academic program (college or two-year associate program) relevant to a public service career in a managerial, professional, or administrative capacity consistent with the duties to be assigned. Every effort will be made to match applicant interests and training with agency needs.

APPLICATION PROCEDURE: Submit a regular City of Madison application form, a resume, and a letter of interest (no more than one typed page in length). City applications are available from the City Human Resources Department, Room 501, City-County Building, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53710 or by calling (608) 266-6500. For TTY/Textnet accessibility, dial (866) 704-2340. Additional information about the program can be obtained by contacting Harper Donahue in the Department of Civil Rights, Affirmative Action Division, 210 Martin Luther King, Jr. Blvd., City-County Building, Room 523 or by calling (608) 266-6511.

APPLICATIONS: Are available at the City Human Resources Department, 210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53703; (608) 266-6500; FAX (608) 267-1115; TTY/Textnet (866) 704-2340; www.cityofmadison.com/employment/employmentListings.cfm. Resumés received without formal application will not be considered. **Applications will be accepted until 4:30 p.m. on March 28, 2008.**

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law. Persons needing assistance with examinations should contact the City of Madison Occupational Accommodations Specialist at (608) 267-1156.

***PAYROLL TITLE:** Management Intern 1

NOTE: The City of Madison Benefit Package is not included/offered with hourly positions. Employment in an hourly Local 60 position, combined with employment in any other hourly job category, shall be limited per calendar year to 1007.5 total working hours for office personnel or 1040 total working hours for field personnel with the City of Madison.

REPRESENTATION: Non-Represented

CERT 2008102.DOC; JFC 5C; COMP GROUP 17; RANGE 00; PCN 4143; DEPT #06; 02/29/2008; SM:13

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF MADISON WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A CITY OF MADISON POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE HUMAN RESOURCES DEPARTMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE, IN THE HUMAN RESOURCES DEPARTMENT.