



IS Professional In-Training Interns – Madison

Starting June 4, 2012 (400 hours maximum)
\$13.424 per hour plus scholarship eligibility

Are you a minority college student looking for work experience and a mentor to assist you in expanding your skills in fundamental information systems concepts, principles and practices?

The **Incentive Grant Program** was created to assist in improving the representation of targeted group members within underutilized job classifications. This program offers you work experience, a mentor, and an opportunity to receive a scholarship award after your internship has been completed.

Are you interested in performing a combination of the following job responsibilities?

- Conducting business process analysis
- Testing and troubleshooting
- Preparing manuals and user guides
- Monitoring databases and servers; analyzing and validating data requirements
- Providing help desk support services and network support for various applications
- Preparing reports and other electronic file management
- Support various installations of hardware and software

Do you possess these essential knowledge, skills, and abilities?

- Excellent oral and written communication
- Solid knowledge of Windows XP and the Microsoft Office Suite
- Problem solving techniques
- Knowledge of a variety of PC hardware and software
- Excellent organizational skills
- Extremely positive attitude

Do you meet the program eligibility requirements?

- Target group member (minority or person with a disability)
- Wisconsin resident
- Enrolled full-time (or equivalent) and registered as a sophomore, junior, or senior in a bachelor degree program offered by an accredited institution of higher education in this state; OR enrolled full-time (or equivalent), in your 2nd year in an associate degree program or vocational diploma program as a technical college in this state
- Demonstrated satisfactory academic progress in a program related to Information Technology including but not limited to Database Management, Information Systems Networks and Infrastructure, Help Desk or Technical Support
- Demonstrate an interest in training, employment opportunities and in program activities related to information systems

If you are interested in gaining valuable experience in your field of study, please submit the following application materials:

- Letter of Interest
- Incentive Grant Program Application (<http://www.dot.wisconsin.gov/forms/docs/dt2272.doc>)
- Certified copy of college transcripts
- Two letters of recommendation from faculty advisors

Application deadline is 4:30 pm on April 4th. Questions can be directed to Barb Paltz at barb.paltz@dot.wi.gov or (608) 266-2974.

Send your completed application materials to:

WisDOT – BHRS
Attention: Barb Paltz
4802 Sheboygan Ave. P.O. Box 7915
Madison, WI 53707-7915