



# Tony Evers

Office of the Governor | State of Wisconsin

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Spring 2021 Fellows - Office of Governor Evers, Department of Constituent Services

We are looking for energetic, responsible, and passionate individuals to join our office fellowship for the spring semester. In this position, you will be an integral part of our constituent services department. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

## General Staff Duties and Responsibilities

- Fulfill professional development activities and learn the inner workings of state government
- Research and gather documentation on the Governor's position on issues
- Draft response and proactive outreach letters to constituents and assist in the letter-writing process
- Answer phone inquiries, direct calls, and enter each phone call into our office database
- Supervise sorting, scanning, and processing of all incoming correspondence
- Perform clerical duties, maintain files, and organize documents; enter data, etc. as needed
- Other duties as assigned

## Staff Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to handle sensitive and confidential material in a responsible and respectful manner

## Benefits

- 20 hours per week at \$14 per hour for one semester (four months) only
- Gain knowledge of the Governor's Office and the legislative process
- Opportunity to work with top officials in the political field
- Gain experience learning how both a professional and a political office functions
- Opportunities for professional development and networking
- Flexible schedule

All interested applicants can submit a cover letter, resume, and writing sample to [Corissa.Mosher1@wisconsin.gov](mailto:Corissa.Mosher1@wisconsin.gov).

