



# Tony Evers

Office of the Governor | State of Wisconsin

---

Spring 2023 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 upcoming semester. In this position, you will be an integral part of our constituent services (CS) team. 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 Duties and Responsibilities

- Participate in professional development activities to learn about the inner workings of state government
- Research and gather documentation on current events and the Governor's position on issues
- Answer phone inquiries, direct calls, and enter each phone call into our office database
- Assist with sorting, scanning, processing incoming correspondence and code in our office database
- Perform clerical duties, maintain files, organize documents, enter data, etc. as needed
- Other duties as assigned

## 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 \$15 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 [Isabel.Marshall@wisconsin.gov](mailto:Isabel.Marshall@wisconsin.gov).