



Tony Evers

Office of the Governor | State of Wisconsin

Appointments Assistant – LTE in the Office of the Governor

Governor Tony Evers is seeking an Appointments Assistant to join his team. In this position, you will be an integral part of the Appointments Department. Applicants for this position should have strong written and verbal communication skills, be able to work both independently and with a team, demonstrate maturity and responsibility, and understand the importance of attention to detail.

Job Responsibilities

The Appointments Assistant, who is based in Madison and will report to the Appointments Director, will provide organizational support to the appointments teams and assist in their collaborative efforts to advance Governor Evers' agenda. Specific job duties include:

- Answer phone and email inquiries and/or direct inquiries to the appropriate person for response
- Perform clerical duties, such as maintaining records, organizing documents, filing, photocopying, etc.
- Research and gather background information on potential appointees
- Prepare written meeting agendas and documents for appointments meetings
- Oversee the appointments database and creation of official paperwork for appointees
- Manage Appointments Department interns

Qualifications

Governor Evers is seeking candidates who excel in working in a team environment and can adapt to a fast-paced workplace. You should have:

- Detail-oriented approach and strong verbal and written communication skills
- Proficient computer skills, including the Microsoft Office Suite
- Strong organizational skills and the ability to multi-task and work in a deadline-oriented environment
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Experience with database management is a plus

Hours and Compensation

- This individual is expected to work 20 hours per week at \$15.00 per hour.
- Opportunities for professional development and advancement

How to Apply

All interested applicants can submit a cover letter and resume to cassi.fenili@wisconsin.gov.

The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.