



Tony Evers

Office of the Governor | State of Wisconsin

Scheduling Assistant – LTE in the Office of the Governor

The Office of the Governor is looking for an energetic, responsible, and passionate individual to join our Madison office in the Scheduling Department. As the scheduling assistant, you will be an integral part of the team, helping manage the Governor's day-to-day activities. This position reports to the Scheduling Director and will work closely with other staff in the office.

Duties and Responsibilities

- Aids in the planning and coordination of the Governor's out of state travel including briefings, daily and conference schedules, hotels, and flights.
- Maintains and organizes the Leidos IQ database, containing scheduling requests and a record of past events.
- Develop and collaborate on daily preparation materials for the governor ahead of events—this includes collaborating with other department and agencies to get the necessary information, data, and research for daily materials.
- Assists with travel and staffing needs as necessary.
- Other duties and research as assigned.

Requirements and Qualifications

- Excellent written and verbal communication skills
- A driver's license and ability to drive a state vehicle as necessary
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Powerpoint)
- Strong attention to detail and organizational skills
- Ability to handle sensitive and confidential material in a responsible and respectful manner.
- Work independently
- Eagerness to tackle new projects and ideas
- Availability to work in-person at the State Capitol in Madison
- Commitment to public service and to serving the people of Wisconsin.

Compensation This is a limited-term employment (LTE) position. Hourly wage is \$15 per hour, 30 hours per week. If you believe you meet the qualifications of this position, please submit a resume and cover letter to corissa.uselmann@wisconsin.gov