Agencies who have had TOPjobs Interns:

Department of Administration
Department of Agriculture, Trade & Consumer Protection
Department of Commerce
Department of Corrections
Department of Health Services
Department of Military Affairs
Department of Public Instruction
Department of Regulation and Licensing
Department of Revenue
Department of Transportation
Department of Workforce Development
Employee Trust Funds
Office of Justice Assistance
Office of the Commissioner of Insurance
Office of State Employment Relations
UW Extension

Many thanks to these agencies for hosting

For more information contact:

Claire Dehnert
Programs Manager
Office of State Employment Relations
Division of Affirmation Action & Workforce Planning
Phone: (608) 267-1005

A TOPJobs Summer Internship will introduce you to exciting careers in government service in the State of Wisconsin.
What is TOPjobs?

The state’s Targeted Opportunity Internship Program (TOPjobs) assists state agencies and universities in promoting workplace diversity by providing them with a pool of candidates who are racial/ethnic minorities, women, and persons with disabilities. The program provides students practical, on-the-job experience, training and exposure to the Wisconsin Civil Service System.

Am I Eligible?

Students are eligible to apply if they meet the following criteria below:

- A racial/ethnic minority, female, or a person with disabilities
- A full-time Wisconsin student or an out of state student enrolled in a college/university, or vocational/technical program in the State of Wisconsin
- A current student who has completed at least one year of undergraduate study or enrolled as a graduate student at an accredited 2-year or 4-year campus.

How Do I Apply?

You can apply by downloading our application from the WISCJOBS website at www.wisc.jobs. Click on Diversity Zone and you will find a link to the TOPjobs Summer Internship Program.

Important Deadlines

Send your application and 1 copy of your resume by mail before 4:30 pm CST on March 15, 2010. Applications may be submitted after the deadline and referrals will be made as long as there are available positions.

Please mail application materials to:

TOPjobs Coordinator
OSER/Division of Affirmative Action
101 E. Wilson St., PO Box 7855
Madison, WI 53707-7855

You should try to turn your application in early to increase your chances of being referred to a state agency or university.

Getting a referral does not mean you have an internship. The specific state agency or university will interview you with other candidates for the position.

“I have always had an interest in seeing how state government works. I enjoy working as an intern and plan to apply to positions in state government after I graduate.”
— Alicia Dean, 2009 TOPjobs Intern

What Will I Do As a TOPjobs Intern?

As a TOPjobs Intern, your daily activities and projects that you work on will depend on your agency. Here are just a few things you might do:

- Attend the TOPjobs Employment Seminar
- Assist with writing reports
- Network with agency administrators
- Attend meetings, trainings and conferences

Meet Tracey Caradine, a successful, TOPjobs Alumnus:

Tracey Caradine is the Training Director for the Department of Administration. In this position, she serves as the Affirmative Action Officer, the Employee Assistance Program Coordinator, and the Coordinator of Training for DOA and the 27 attached and consolidated agencies.