

# INTERNSHIP OPPORTUNITY WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) Spring 2012

**About Us** -- The Wisconsin DNR is dedicated to the preservation, protection, effective management, and maintenance of Wisconsin's natural resources. The department's Bureau of Community Financial Assistance (CFA) administers 33 grant and 2 loan programs. Bureau staff work closely with local governments, nonprofit organizations, and individuals to develop and support projects that protect public health, natural resources, the environment, and outdoor recreational opportunities. Learn more about CFA Bureau programs at <http://dnr.wi.gov/org/caer/cfa/cfindex.html>



**Internship Opportunity** – This position will identify potential revisions to ch. NR 195, Wis. Adm. Code, as it relates to administration of river protection grants. This position will take direction from the Grants Section Chief.

### **Required Skills/Experience** –

- ◆ Excellent oral and written communication skills.
- ◆ Considerable ability to take direction and problem-solve.
- ◆ Considerable ability to interact effectively with diverse groups, including DNR grant managers, supervisors, attorneys, information technology, support staff, and our external partners like the River Alliance of Wisconsin.
- ◆ Working knowledge of Windows XP, Windows 2007, and Microsoft Office Suite applications, including Word, Excel, PowerPoint, and Outlook. Ability to do research on the Internet using search engines.

### **Preferred Skills/Experience** –

- ◆ Ability to work independently.
- ◆ Ability to organize work products.

**Work Hours and Pay Status** – The DNR is open for business Mondays through Fridays from 7:45 a.m. to 4:30 p.m., excluding state holidays and mandatory furlough days. Interns are required to work 10 hours per week within normal DNR business hours. Exact work hours are negotiable. Flexibility around mid-terms and final exams is allowed. College credits for internships are encouraged. There is no pay for this position.

**How to Apply** – To express interest in this internship, send cover letter and current resume no later than Monday, December 5, 2011, as follows:

|                       |  |
|-----------------------|--|
| By e-mail:            | Patrick.Kirsop@Wisconsin.gov   |
| By US Postal Service: | Patrick Kirsop, Grants Section Chief<br>Department of Natural Resources (CF/2)<br>101 So. Webster Street, P. O. Box 7921<br>Madison, WI 53707-7921 |

**Interviews** – Soon after the application deadline, an interview will be arranged for all interested candidates to occur in Madison.

**Questions?** – Please contact Pat Kirsop by phone at 608-266-2747 or by e-mail at [Patrick.Kirsop@wisconsin.gov](mailto:Patrick.Kirsop@wisconsin.gov) Thank you.