MEMORANDUM

From: Stephen R. Miller

Date: March 6, 2008

Subject: Bonnie Reese Internship for Women

Enclosed is a position announcement for the Bonnie Reese Internship at the Legislative Reference Bureau. Please give this a wide distribution among the women students in your department. The internship is funded by the Wisconsin Women in Government, and honors Bonnie Reese, who was director of the Legislative Council staff. The internship would be a great opportunity to gain experience and the intern will be compensated for this position. Normally, the intern works for three to four months, usually ten hours per week. The deadline for applying is April 10, 2008.
BONNIE REESE INTERNSHIP

The Wisconsin Women in Government organization sponsors the Bonnie Reese Internship, which was created to honor the first woman director of a legislative service agency in Wisconsin. The internship is open to women who are interested in a career in public service.

This internship provides an opportunity to work at the Legislative Reference Bureau (LRB) in Madison. This year, the intern will work in the areas of research, historical writing, and Web publication. The successful candidate will enhance her research, writing, and publication skills while preparing summaries and analysis of historical documents for the LRB Web site.

JOB DUTIES: The intern will research historical documents; design Web pages, and write Web content, for a supplement to the LRB’s Web site; and post HTML and graphics files to the LRB Web site. Work on this project will impart knowledge about the Wisconsin Legislature, particularly its history and organization. The intern will gain experience in working with primary sources and will learn about Web publication.

REQUIRED KNOWLEDGE AND SKILLS: The successful candidate must demonstrate a familiarity with historical research, writing, graphics layout, and basic Web technology. The successful candidate will be actively pursuing an academic or professional degree.

SALARY, HOURS, AND LENGTH OF INTERNSHIP: The hours of the internship are flexible, but the LRB anticipates a three-month internship beginning in June 2008. The salary is subject to negotiation based on the applicant’s skills and experience.

APPLICATION PROCESS: Candidates should submit a current resume, a letter of application, and a two-page statement of interest in public administration, policy, history, or political science. Applicants should submit the materials by April 10, 2008, to:

Lynn Emery
Legislative Reference Bureau
P.O. Box 2037
Madison, WI 53701-2037

http://www.legis.state.wi.us/lrb/