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State Of Wisconsin Internship Students Managements Program 2025

Hiring organization
State Of Wisconsin Internship

Employment Type
Intern

Duration of employment
6 Months

Industry
Government Administration

Job Location
Madison, Wisconsin, United States, 53711,, Madison,, Wisconsin,, United States,

Working Hours
8

Base Salary
10

Date posted
November 16, 2026

Valid through
24.02.2026

Description

The **State of Wisconsin Internship – Students Management Program 2025** is designed to provide college students with hands-on experience in public administration, program management, and government operations. Interns will gain valuable skills in leadership, project management, and public service while contributing to state initiatives that impact communities across Wisconsin.

Responsibilities

- Assist in planning, organizing, and coordinating various state programs and initiatives.
- Support management teams in research, data analysis, and project development.
- Attend meetings, prepare reports, and present findings to supervisors and stakeholders.
- Engage in policy development and process improvement efforts.
- Communicate with internal departments and external partners on program-related matters.
- Assist in administrative tasks such as documentation, scheduling, and record-keeping.
- Participate in training sessions and professional development opportunities.

Qualifications

- Currently enrolled in a bachelor’s or master’s program at an accredited university.
- Majoring in Public Administration, Business Management, Political Science, Human Resources, or a related field.
- Must have completed at least one year of college coursework.
- Minimum GPA of 3.0 (preferred).

Experience

- Prior internship experience or involvement in student leadership roles is a plus.
- Experience in administrative tasks, research, or public sector projects is beneficial.

Skills

- Strong verbal and written communication skills.
- Excellent organizational and time-management abilities.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Analytical thinking and problem-solving skills.
- Attention to detail and ability to multitask in a fast-paced environment.

Job Benefits

- Hands-on experience in government management and administration.
- Networking opportunities with state officials and professionals.
- Professional development workshops and training.
- Possible academic credit (subject to university approval).
- Competitive stipend or hourly compensation (if applicable).

How To Apply

Interested candidates must submit the following:

1. **Resume** detailing academic and extracurricular achievements.
2. **Cover Letter** explaining interest in the program and career goals.
3. **Academic Transcript** (official or unofficial).
4. **Two Letters of Recommendation** from professors, advisors, or employers.