Contracts Specialist Intern – Rhinelander

Starting June 14, 2010 (400 hours maximum)
$13.424 per hour plus scholarship eligibility

Are you a minority college student looking for work experience and a mentor to assist you in expanding your skills in public policy and administration?

The **Incentive Grant Program** was created to assist in improving the representation of targeted group members within underutilized job classifications. This program offers you work experience, a mentor, and an opportunity to receive a scholarship award after your internship has been completed.

Are you interested in performing these job responsibilities?

- Administering and processing construction documents
- Participating in development and review of consultant contracts and amendments
- Monitoring budgets and payments from contracts
- Assisting in coordinating engineering services needs identification
- Creating reports and spreadsheets and tracking methods for construction project management

Do you possess these essential knowledge, skills, and abilities?

- Excellent oral and written communication
- Ability to read and interpret contract documents, statutes and administrative rules
- Knowledge of computers including the Microsoft Office Suite
- Knowledge of engineering design/construction terminology
- Excellent organizational skills

Do you meet the program eligibility requirements?

- Target group member (minority)
- Wisconsin resident
- Enrolled full-time (or equivalent) and registered as a sophomore, junior, or senior in a bachelor degree program offered by an accredited institution of higher education in this state; OR enrolled full-time (or equivalent), in your 2nd year in an associate degree program or vocational diploma program as a technical college in this state
- Demonstrated satisfactory academic progress in a program related to Construction Management, Public Policy Administration, Business, or Liberal Arts
- Demonstrate an interest in training, employment opportunities and in program activities related to construction contract management

If you are interested in gaining valuable experience in your field of study, please submit the following application materials:

- Letter of Interest
- Incentive Grant Program Application (http://www.dot.wisconsin.gov/forms/docs/dt2272.doc)
- Certified copy of college transcripts
- Two letters of recommendation from faculty advisors

Application deadline is 4:30 pm on April 5th. Questions can be directed to Barb Paltz at barb.paltz@dot.wi.gov or (608) 266-2974.

Send your completed application materials to:

WisDOT – BHRS
Attention: Barb Paltz
4802 Sheboygan Ave. P.O. Box 7915
Madison, WI 53707-7915