

POSITION VACANCY

INTERN

(Working Title: Governor's Staff)

(Class Code TP01-01)

LOCATION: Governor's Office, State Capitol Building, Cheyenne, WY
HOURLY RATE: \$10
DURATION: June-August 2008 (approximately 13 weeks)
WORK SCHEDULE: 7:45 a.m.-5 p.m. M-F and as needed
CLOSING DATE: Feb. 15, 2008

GENERAL DESCRIPTION OF WORK: Serves as a member of the Governor's staff and assists with various tasks as assigned.

ESSENTIAL FUNCTIONS: Assists Governor's Office with constituent inquiries, research, coordinating multi-agency work and special projects.

PREFERRED EXPERIENCE: Experience and skills should include critical and analytical thinking; strong self-motivation; ability to research and analyze data; strong oral and written communication skills; and ability to prioritize, multi-task and meet deadlines in a high-pressure, team-oriented environment. Experience with word processing, database and spreadsheet software is desirable.

EDUCATIONAL REQUIREMENTS: Must be enrolled in an institution of higher learning.

APPLICATIONS: An official state application must be submitted to the Human Resources Division. Online applications may be submitted at <http://personnel.state.wy.us/stjobs>. Application forms can be downloaded from the same site and mailed to Human Resources Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060 or faxed to 307-777-6562 no later than 5 p.m., Feb. 15, 2008. **Resumes should be sent to the Governor's Office, 200 West 24th Street, Cheyenne, WY 82002, Attn: Rob Black.**

DATE RELEASED: Jan. 8, 2008

OPEN UNTIL: Feb. 15, 2008

NOTE: The State of Wyoming actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

SPECIAL CLASSIFIED CLASS CODE: TP01-01