



Wisconsin Ethics Commission

Campaign Finance | Lobbying | Ethics
212 East Washington Avenue | Third Floor | P.O. Box 7125 | Madison, WI 53707-7125
(608) 266-8123 | ethics@wi.gov | <https://ethics.wi.gov>

The Wisconsin Ethics Commission is looking for candidates to assist in completely modernizing our lobbying reporting website (<https://lobbying.wi.gov>) to be mobile responsive. Lobbyists and lobbying organizations use the site to register and report their lobbying activities as required by Wisconsin statutes. The legislature, the media, and the public use the site to view registration and report information. The web application itself works well and performs all statutory requirements, but was not developed to be adaptive to mobile devices.

Summary:

This position will be guided by the Ethics Commission Administrator and staff to become familiar with relevant lobbying laws and bring their outside knowledge to recreate this site with a mobile-friendly, responsive design. The intern will see the project through from start to finish, including pre-launch testing and post-launch fixes. Please review the attached position description for further details on the position.

Pay Range: \$17.00-\$25.00

Notes:

The project will total an estimated 1,000 hours, which can be completed over a maximum of one full year. Availability through summer 2018 and potentially fall is preferred. Minimum of 12-16 hours per week to be between the typical government office hours of 7:30 am and 5:30 pm Monday-Friday, excluding holidays. The selected candidate must not have given a political contribution to a partisan state or local committee in the twelve months prior to appointment, and must comply with the agency's nonpartisan requirements during employment.

Qualifications:

1. Experience with transactional websites that pull information to and from an external database.
2. Experience with aesthetic website changes.
3. Knowledge of and familiarity with using Visual Studio .NET (2012, 2015), C# MVC ASP.NET (4.5), Razor, jQuery, Knockout, customized Bootstrap, Telerik MVC, SSRS (2010), SQL Server (2008).
4. Skill in common computer software such as the Microsoft Office Suite, SharePoint, etc.
5. Skill in oral and written communication.
6. Ability to exercise good judgement, discretion, and maintain confidentiality, along with the ability to deal with difficult and sensitive situations in a positive manner.
7. Ability to contribute to creating a positive, inclusive, safe, and healthy workplace.
8. Ability to employ time management skills, and to multi-task to complete assigned tasks at a high level of detail and accuracy.
9. Must be able to pass a pre-employment background check.

Application Requirements:

Applications are reviewed on an ongoing basis. Please send the following to our Office Management Specialist Julie Nischik, JulieE.Nischik@wisconsin.gov:

1. Resume
2. Cover letter explaining why you are interested in this position, your qualifications, and potential areas of improvement you foresee for the future of the Lobbying Website (<https://lobbying.wi.gov>).
3. Three professional references, with a minimum of one supervisory reference (can be former employer, professor, and/or academic adviser).
4. Up to three work samples utilizing .NET design that you believe demonstrate your ability to perform the work required for this project (e.g., scope, activities, etc.).

Wisconsin Ethics Commissioners

Mac Davis | David R. Halbrooks | Katie McCallum | Pat Strachota | Timothy Van Akkeren | Jeralyn Wendelberger

Administrator

Brian M. Bell, MPA