

## CAE CAREER READY INTERNSHIP PROGRAM POSTING INSTRUCTIONS

LOG ONTO BUCKYNET at <https://ls-wisc-csm.symlicity.com/employers/>

**NOTE:** You will notice that there are some fields/tabs that say “Job Shadow, this is just the name of the module that we are using for the Internship program and those titles/section(s) name cannot be changed. This recruiting software system will be helpful in making the program more streamline moving forward.

### FROM THE SYMPLICITY HOMEPAGE:

- Select **Jobs** on top bar
- Select the **Job Shadow** tab
- Select **Session** from drop down menu: **CAE Internship Spring 2017** or **CAE Internship Summer 2017**
  - **NOTE: If you wish to participate in both spring and summer you will need to create two entries.**
- Select Search
- Select **Add New** button to create each Internship opportunity

### COMPLETE THE POSITION (INTERNSHIP INFORMATION) AS PRESENTED IN THE FOLLOWING EXAMPLES:

- Select Internship Period: **CAE Internship Spring 2017**
- Restrict Applications: **Yes**
- Title: **Make sure it has the word internship ex: Data Research Internship**  
Select “Add New” to create an Internship position

Job Description #1: **Please enter a detail description of what the internship will consist of for the student(s). Here is an example:** Do you want an opportunity to gain invaluable work experience, career development, and leadership opportunities in a fun and supportive environment? Do you enjoy problem solving and working as part of a team? The UW-Madison Division of Information Technology, User Services, is looking for a Business/Financial Analyst Intern who fits this description!

At DoIT User Services, we believe in providing you with experiences and responsibilities that will prepare you for life after school. The Division of Information Technology, User Services, at UW-Madison is seeking a motivated student who is looking to gain some great real-world experience in working with financial information, as well as budgeting and business analysis.

#### **Responsibilities:**

Daily reconciliations for multiple accounts

Reviewing income statements and assisting with the monthly budgeting process

Updating cost projections by work center

Providing in-depth analysis of sales trends and financial statements

Collecting and distributing licensing data

Data collection and analysis via Microsoft Excel for the various groups in User Services.

**Desired Skills:**

Excellent analytical, finance, and problem solving skills

Proficiency in Microsoft Excel

Exceptional customer service skills

**Hours:**

Office hours are flexible Monday through Friday, 7:45am-6:00pm. Seeking student to work an average of 10-15 hours per week during the school year, with additional hours possible during breaks and over the summer. We offer flexible scheduling, working around class schedules and academic or other obligations.

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- Number of Slots: **2** (This refers to the number of students you will host.)
- Graduation Date Range: (This date is auto-filled)  
Start: **May 2017** End: **August 2022**  
(Note: Graduation dates are a preset field)
- Work Authorization: **Please select both options**
- Location: **(Please select City, State, and Country)**
- Desired Major(s):from the drop down menu select-**Letters & Science, College of**
- Degree Level: **Bachelors**

WHEN THE POSITION INFORMATION HAS BEEN COMPLETED:

- Select the **Submit** button

The CAE/CICS Employer Relations staff will review and approve employer's posting and may contact the employer with any questions. Upon approval, the posting will be available for students to view and submit resumes when resume submission begins. **NOTE: In order for employers posting to be approved we will need you to submit your W-9 form. The link to the December 2014 version can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>**

**October 10th:** Application period opens for employers to submit internship positions

**November 4th:** Deadline: Completed employer application due via BuckyNet

**November 7th to November 16th:** Students submit resumes for internship position(s)

**November 17th & 18th:** Employers will be provided student matches and may begin contacting student(s) to arrange for interview(s)

**November 21st to December 16th:** Employers review resumes and interview student(s) for internship position(s)

**December 16th:** Deadline for employers to interview students for internship positions and all hiring decisions made.

**January 17 to May 13, 2017:** Dates during which internships should occur for spring.

**QUESTIONS:**

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