

Summer Office Internship

Wisconsin Livestock Identification Consortium

Verona, WI

Position: *Office Intern*

Job Description and Responsibilities:

The Office Intern Assistant will support data entry and data management functions of the Wisconsin Livestock Identification Consortium. The position will provide technical phone support to users of the WLIC information system and will handle information requests and resolve registrant issues through written and phone correspondence. In addition, employee provides administrative assistance and board support for the Executive Director. This position reports to the Wisconsin Livestock Identification Consortium's Office Manager.

Specific job responsibilities include, but are not limited to:

- Entry and processing of new registrations and renewal forms from paper, phone and various electronic means including help desk requests. Responsible for accurate data upkeep and maintenance.
- Prepare and mail information to registrants.
- Process and distribute daily obtained electronic data files.
- Process paper animal ID records provided by DATCP or other entities.
- Perform daily office tasks: typing, filing, copying, organizing, etc.
- Update, proofread and type office documents (letters, newsletters, presentations, etc).
- Provide backup duties in the absence of other office staff, including but not limited to: preparing meeting materials and supplies and assist in the training of new, seasonal, or temporary staff.
- Fill-in for absent employees on a per need basis.
- Process office (unload, count, and distribute) and returned mail
- Assist in preparing and transporting of equipment and materials to necessary locations.
- Assist with the implementation of animal ID/DNA projects such as county fair and farm pilot projects. This could include on site assistance and would require the ability to work with livestock and travel.
- Provide file management support for DNA program. Maintain confidentially on DNA hair samples received and log samples as received.
- Assist the Executive Director with special projects as assigned.

Interaction and liaison with:

Livestock producers, industry, and state government officials.

Well qualified candidates will have a minimum of a high school diploma. A college student, with an emphasis on agriculture studies is preferred, but not required. A strong computer background, pay attention to detail, excellent verbal communication skills, experience in managing confidential information and supporting computer software is also key for this position.

Submit Cover Letter and Resume to:

Deadline: May 31, 2018

Wisconsin Livestock Identification Consortium
Attn: Jodi Legge, Executive Director
135 Enterprise Drive, Suite ID
Verona, WI 53593

Phone: 608-848-1907

Email: jlegge@wiid.org

WLIC is an equal opportunity employer