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SERVING THE COUNTIES OF GRANT, GREEN, IOWA, LAFAYETTE AND RICHLAND.
HELPING COMMUNITIES REACH THEIR GOALS.

Internship Posting – Comprehensive Planning Intern

Our organization firmly believes that an internship is an agreeable relationship in which the employer receives valuable work in exchange for helping to develop the intern's overall vocation.

ORGANIZATION: The Southwestern Wisconsin Regional Planning Commission (SWWRPC) is an area-wide planning and development agency. Commission offices are located on the campus of the University of Wisconsin-Platteville. Since the organization's conception over thirty years ago, numerous young professionals have participated in SWWRPC's internship program and moved on to achieve success.

DESCRIPTION: The Comprehensive Planning Intern is responsible for collecting and updating data and text within the comprehensive planning documents. The Intern must generate tables and graphs, proof and edit text, and assist planning staff in the preparation and facilitation of community meetings.

QUALIFICATIONS: Qualified applicants must possess, or verify progress toward, a Masters and/or Bachelors degree in urban and/or regional planning. Only candidates with a demonstrated excellence in written and verbal communication, strong research and statistical analysis and independent work habits will be considered. More specifically, applicants must have knowledge of Comprehensive Planning process and requirements; U.S. Census Bureau's website and literature; Computer software applications including Microsoft Word, Excel, and Adobe Acrobat.

LOCATION: Platteville is located 60 miles southwest of Madison, Wisconsin with a population of approximately 10,000. The city, nestled among rolling hills and surrounded by beautiful farm country, is home to the University of Wisconsin-Platteville. Platteville offers extensive recreation and arts programs, ranging from soccer to museums, art galleries to flag football, and dozens of activities in between. The University presents numerous artistic and athletic endeavors for the public's enjoyment, often for free or at prices far less than in larger cities.

AVAILABILITY: Interns should be available during the summer months to work an average of 40 hours per week.

COMPENSATION: SWWRPC offers a competitive salary.

HOUSING: The residence halls of the University of Wisconsin-Platteville are available to SWWRPC Interns on a monthly rental basis. These halls are safe, clean, comfortable living environments. Off-campus housing is also available. Housing arrangements will be discussed in further detail at the time of employment. SWWRPC staff will make a concerted effort to assist Interns in locating suitable and affordable housing.

All applicants must submit a cover letter, resume and completed SWWRPC Application (available at www.swwrpc.org) to **Summer Internship, SWWRPC, Room 719 Pioneer Tower, 1 University Plaza, Platteville, WI 53818**. Completed application materials will be accepted through May 9, 2008.

SWWRPC is an Equal Opportunity Employer.