



# wcaty

Wisconsin Center for Academically Talented Youth  
University of Wisconsin - Madison

## Student Application Process Information

**STEP 1:** Pick a position that fits with your unique skills and interests.

**Current Data Analyst:** “A lot of my projects focus on organizing, manipulating, and summarizing data sets in Excel. This data mainly comes from reports in Moodle and reports in the WCATY database. A lot of the work comes in the form of manual manipulation with formulas, and some can be done from writing and running VBA scripts within Excel. The rest of the projects I work on are within Moodle itself, building and editing components in the online WCATY courses.” -Eddie

**Current Content Producer and Editor:** “My main duties at WCATY are editing syllabi and designing art for online courses. I do the final editing of class syllabi, making sure they are grammatically perfect and align with our WCATY standards. I use Adobe Photoshop, Illustrator, and InDesign to create graphics, banners, logos and buttons for new classes, or for classes that have outdated artwork. I have also done some random design projects, such as designing achievement certificates for students, and creating the template for a wall-sized collaborative word-mural.” -Drew

**Current Program Associate:** “As a WCATY special project student worker, you will be able to tackle new projects and help WCATY programs run smoothly from all aspects. A great WCATY student employee is flexible, organized, and vital for successful programs. You will help manage and organize student information, design and build both summer and online program spaces and products, plan events and trips for summer program classes, edit written pieces for marketing and class information and much more.” -Michael

**Current Graphic Designer:** “Are you a visual learner? Can you synthesize information and bring it to life? WCATY wants you! WCATY is looking for a student on campus who is a creative thinker and savvy at design. While advanced skills are not necessary for the job, WCATY is interested in students with an eye for layout and composition. You will be producing posters, logos, banners, and other branding materials both for online and print media. This is a brilliant opportunity to build your portfolio and hone your technical skills!” -Merone

**STEP 2:** Submit your application materials to WCATY by Friday, April 15<sup>th</sup>, 2016. You can send your application form, cover letter, and resume to [wcaty@education.wisc.edu](mailto:wcaty@education.wisc.edu). If you would like to drop off your application materials, you may bring them to Suite 264 in the Teacher Education Building at 225 N. Mills St. The office is open from 8:00 a.m. to 5:00 p.m.

**STEP 3:** You will be contacted on Monday, April 18<sup>th</sup> to confirm your interview time if you have been selected for an interview for one or more of the positions. The interview times are listed on the student application form. This is a group interview format, so part of the interview will be team based. Also, please bring evidence of specific skills related to the position you are applying for. For example; graphic design portfolio, projects, assignments, student organization programs, etc. Be ready to explain your work and how it relates to the specific position.

**STEP 4:** Offers will be emailed on Monday, April 25<sup>th</sup>. Attached to the email will be employment forms that must be completed and returned to WCATY within the week.

**STEP 5:** Welcome to the WCATY family! Get ready to be able to add valuable work experience to your personal resumes. You will always be doing something different and the tasks will both challenge you and allow for personal creativity and growth. Start dates and times will be position specific.

[wcaty.wisc.edu](http://wcaty.wisc.edu)

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