



HOW AND WHY TO HIRE LA FOLLETTE SCHOOL PROJECT ASSISTANTS

WHAT IS A LA FOLLETTE SCHOOL PROJECT ASSISTANTSHIP?

- Employing a La Follette School Project Assistant (PA) is a cost-effective means to accomplish special projects and increase productivity.
- The La Follette School partners with agencies and organizations in all sectors, linking them with highly qualified students eager to supplement knowledge learned in the classroom with practical experience.
- A Project Assistantship (PAship) is a paid position that provides a stipend, benefits, and tuition remission to a La Follette School student for a contracted period of work. Rates of pay and other budget matters are set by university policy.
- Employers run the hiring process, but the La Follette School handles administration of a contract between the School and employer, and it pays the student through the University.
- Selection of candidates is a highly competitive process. PAships are typically viewed as among the most valuable opportunities offered through the La Follette School.

WHAT CAN I EXPECT FROM LA FOLLETTE SCHOOL PROJECT ASSISTANTS?

La Follette students are graduate students who can hit the ground running. Through a rigorous curriculum spanning several disciplines and a professional development program that hones job readiness skills, students:

- Acquire academic knowledge and practical skills in statistical analysis, microeconomic policy analysis, public management, policy analysis, and performance management;
- Gain contextual knowledge in the U.S. policy process or international governance;
- Build the writing and presentation skills that are critical to their careers; and
- Choose from La Follette School courses that include budgeting, advanced statistical methods, benefit-cost analysis, program evaluation, macroeconomic policy, and personnel administration.

HOW DO I SET UP A LA FOLLETTE SCHOOL PROJECT ASSISTANTSHIP?

The La Follette School Career Services Coordinator will assist you in setting up a PAship.

- The PAship requires a contract between the employer and UW-Madison; the contract will be drafted by the La Follette School Financial Specialist.
- PAships must be for at least 33.4% time (approximately 13 hours per week), but can be up to 75% time, depending on a student's situation.
- PAships can be arranged for one semester, for one academic year, or on an annual basis.
- Hiring process: the employer drafts a job/project description, which is circulated to students, who apply based on their skills, interests, and availability. Employers run the interview process and hire the candidate of their choice.
- Contracts (including hiring) should be completed by August 1 for work beginning in the fall semester (late August) or December 1 for work beginning in the spring semester (mid-January).

WHAT ARE SOME EXAMPLES OF SUCCESSFUL PAships?

- Agencies, nonprofit organizations, and businesses including the WPS Health Solutions, Wisconsin Legislative Council, and Education Analytics have employed La Follette School PAs to assist in statistical analysis, research, and cost-benefit studies.
- <https://www.lafollette.wisc.edu/news/students-apply-knowledge-skills-as-project-assistants-on-and-off-campus>

WHAT ARE THE NEXT STEPS?

For more information, contact Associate Director Steve Kulig at skulig@lafollette.wisc.edu or 608-262-8631.