



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: ONEIDA BUSINESS COMMITTEE
LOCATION/ADDRESS: Oneida Norbert Hill Center, N7210 Seminary Road
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Councilman Brandon Stevens/Legislative Assistant Rhiannon Metoxen
COACH/MENTOR CONTACT INFORMATION: EMAIL: bstevens@oneidanation.org or rmetoxe2@oneidanation.org PHONE: 920-869-2214
DURATION: June 6, 2016 – July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): DAILY SCHEDULE (Ex. 8am to 430pm): DAYS OF WEEK: Monday - Friday
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): <ol style="list-style-type: none"> 1. 1. Research, conduct interviews and compile data to be used for recommendations for but not limited to (40%): GTC 101, Employment Law 101 2. Attend BC and LOC meetings; prepare agenda requests and follow ups (25%) 3. Work with other Business Committee offices (5%) 4. Review the Oneida Constitution (5%) 5. Research and do an essay on Tribal Sovereignty (25%)
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: Must be able to work independently also work well with others. Must have good communication skills Must have basic computer skills, preferably familiar with word, power point, excel, etc... Major in Business preferred Seniors and Graduates preferred Knowledge of the Oneida Tribal Constitution