



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Elder Services
LOCATION/ADDRESS: 2907 S. Overland
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Claudia Skenandore, Office Manager
COACH/MENTOR CONTACT INFORMATION: EMAIL: cskenan2@oneidanation.org PHONE: 920-869-2448 x6849
DURATION: <b>June 6, 2016 – July 29, 2016</b>
NUMBER OF HOURS PER WEEK ( <b>No more than 36 per week</b> ): DAILY SCHEDULE (Ex. 8am to 430pm): 8am to 3:30pm flexible DAYS OF WEEK: M-F
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. OnBase project completion – input, verify, training others, SOP 2. SOP updates and new SOP writing 3. Grants process and file management
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Administrative 2. Accounting 3. Database Management