



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Grants Office
LOCATION/ADDRESS: 909 Packerland Drive, Green Bay
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Priscilla Belisle
COACH/MENTOR CONTACT INFORMATION: EMAIL: pdessart@oneidanation.org PHONE: 920-496-7326
DURATION: June 6, 2016 - July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): Up to 36 DAILY SCHEDULE: Hours are between 8:00am - 4:30pm DAYS OF WEEK: M - F
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Assist in development of training program for grant writing - 40% 2. Learn how to research, develop, and write grants - 40% 3. Attend meetings, internal trainings, and OBC meetings with staff to observe and learn about tribal operations - 20%
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Communications, Business, Interdisciplinary degree. 2. Computer skills, writing skills, research skills. 3. Interpersonal skills, well versed.