



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Human Resource Department/Equal Employment Opportunity Office
LOCATION/ADDRESS: 909 Packerland Drive, Green Bay, WI 54304
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Rita Reiter
COACH/MENTOR CONTACT INFORMATION: EMAIL: rreiter@oneidanation.org PHONE: 920-490-3646
DURATION: June 6, 2016 – July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): DAILY SCHEDULE (Ex. 8am to 430pm): 9:00 a.m. to 4:00 p.m. DAYS OF WEEK: Monday through Friday
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Assist in developing an program for new supervisors for Disciplinary training, Drug & Alcohol, and Sexual Harassment. (30 % of the day) 2. Assist in typing up notes, from mediations. (10 % of the Day) 3. Computer (develop form Letters) (10% of the day)
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Computer (Power point, word, type at least 55 wpm) 2. organizational skills 3. College Major in Human Resource, Training.