



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Job Training
LOCATION/ADDRESS: Center for self sufficiency
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Melissa Skenandore
COACH/MENTOR CONTACT INFORMATION: EMAIL: <a href="mailto:Mskenan7@oneidanation.org">Mskenan7@oneidanation.org</a> PHONE: x3796
DURATION: <b>June 6, 2016 – July 29, 2016</b>
NUMBER OF HOURS PER WEEK ( <b>No more than 36 per week</b> ): Up to 36 DAILY SCHEDULE (Ex. 8am to 430pm): 8-4:00 DAYS OF WEEK: Mon-Fri
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): <ol style="list-style-type: none"><li>1. youth work experience assistant 40%</li><li>2. file management 10%</li><li>3. resume dev/ online application processes 10%</li><li>4. Job Center staffing 10%</li><li>5. promotional/informational sessions 20%</li><li>6. additional learning opportunities 10%</li></ol>
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: <ol style="list-style-type: none"><li>1. Interest in youth development</li><li>2. computer/data entry</li><li>3. Social work, business, education</li></ol>