



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Oneida Community Library
LOCATION/ADDRESS: 201 Elm ST, Oneida, WI 54155; Site I Archiquette Building
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Kymberley E. Pelky, Librarian
COACH/MENTOR CONTACT INFORMATION: EMAIL: <a href="mailto:kpelky@oneidanation.org">kpelky@oneidanation.org</a> PHONE: 920-869-6217 direct; 920-869-2210 library phone number
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): 9 a.m. - 6 p.m. DAYS OF WEEK: Monday - Thursday (this is flexible)
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. If computer science student: data entry and technology maintenance, upkeep, insight, & programming: 75% of day; 25% of day miscellaneous office and front desk duties 2. If library science, education or child care student: Summer Reading Program: 75% of day involved with youth patrons and programming, including curriculum development; 25% of day miscellaneous office and front desk duties 3. If First Nations Studies student: Development of Oneida Cultural programming, maintenance & upkeep of Native American collection: 75% of day; 25% of day miscellaneous office and front desk duties
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. computer and technology proficient 2. must interact professionally with youth and patrons of all ages 3. flexible and reliable 4. An interest in reading for enjoyment would be a definite bonus 5. There is an infinite amount of College Majors that would benefit from interning at a public library. Our focus is mostly that of technology, library science, education, Native American studies, Arts, Humanities, non-profits, and business.