



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: <b>Oneida Tourism</b>
LOCATION/ADDRESS: 2701 W. Mason St ---Oneida Tourism/Print Shop
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: <b>Michelle Danforth/Marketing &amp; Tourism Director/Interim Print Manger</b>
COACH/MENTOR CONTACT INFORMATION: EMAIL: mdanfor8@oneidanation.org PHONE:
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): DAYS OF WEEK: M-F
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Social Media Development 2. Website Development 3. Some Data Entry 4. Community Projects 5. Working Booths 6. Media Projects 7. General Office Duties
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Great Interpersonal Skills 2. Xcel 3. Word 4. Communications or General Education 5. Creativity 6. Must be willing to get their hands dirty - Veterans Wall Project etc.

