



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: MIS – Desktop Support
LOCATION/ADDRESS: Skenandoah Complex 909 Packerland Dr. Green Bay WI 54303
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Joe Poole, Desktop Support Supervisor
COACH/MENTOR CONTACT INFORMATION: EMAIL: <a href="mailto:jpoole@oneidanation.org">jpoole@oneidanation.org</a> PHONE: 920-496-7369
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 4:30pm): DAYS OF WEEK: Monday – Friday - Approximately up to 36 hours per week. - Flexible between the hours of 8am – 4:30pm
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Assist in the installation, configuration, and maintenance of personal computers, other related equipment, devices, and systems through training with other Desktop Support Specialists. 75% 2. Resolves issues and questions from users having problems with computer applications and/or hardware 25
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: Must have good communication skills. Must have computer experience. Must be able to work independently. Degrees in Microcomputer, Network or closely related field is preferred. Juniors, Seniors or graduate students preferred