



## Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

### 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: <b>Oneida Nation Museum</b>
LOCATION/ADDRESS: W892 County Road EE, De Pere, WI 54115
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): <b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Edmund Blackthunder <b>Gift Shop Coordinator</b>
COACH/MENTOR CONTACT INFORMATION: EMAIL: eblackth@oneidanation.org PHONE: 920-869-6533
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): 10am-5pm DAYS OF WEEK: Tuesday-Saturday(Rotating Saturdays)
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Customer Service: Point of Sale: process customer sale transactions: 50% 2. Open and Close of cash draw: complete cashier shift/deposit detail report: 25% 3. Daily restocking of gift shop merchandise: 25%
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Public Speaking: may assist with educational/professional tour groups 2. Interest in Oneida Language/History/Culture to correctly answer questions from the general public. 3. Positive and respectful attitude while working with and assisting museum staff With day to day operations