



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

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| DEPARTMENT: Oneida Personnel Commission |
| LOCATION/ADDRESS: 2640 West Point Road, Green Bay, WI 54304 |
| SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00 |
| NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Bridget A. Mendolla-Cornelius |
| COACH/MENTOR CONTACT INFORMATION: EMAIL: bcornel3@oneidanation.org PHONE: 869-4385/490-3977 |
| DURATION: June 6, 2016 – July 29, 2016 |
| NUMBER OF HOURS PER WEEK (No more than 36 per week): DAILY SCHEDULE (Ex. 8am to 430pm): DAYS OF WEEK: Monday - Friday |
| INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): <ol style="list-style-type: none">1. Review of Personnel Commission Decisions 50%2. Updating and Reviewing OPC Manual 25%3. Scanning Documents 25% |
| INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: <ol style="list-style-type: none">1. Legal Studies, Paralegal, Business2. Confidentiality and Customer Service Skills3. Knowledge of Microsoft Office Suites |
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