



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Gaming Personnel Services
LOCATION/ADDRESS: 2491 Babcock Road, Green Bay WI
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Wendy Alvarez, Personnel Services Manager
COACH/MENTOR CONTACT INFORMATION: EMAIL: walvarez@oneidanation.org PHONE: 920-429-3063
DURATION: June 6, 2016 – July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): DAILY SCHEDULE (Ex. 8am to 4pm): Monday through Thursday 8:00 am-4:30 pm DAYS OF WEEK: Monday through Thursday
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): <ul style="list-style-type: none">• Update Job descriptions - 15 hours• Conduct market and salary analysis on job descriptions - 15 hours• Develop Standard Operating Procedures - 6 hours
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: Skills: Operating various window based programs: Excel, Visio, Access, Word , attention to detail, good organizational skills, adhere to strict confidentiality and good customer service skills. College Major: Human Resources or Business Administration