



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Records Management
LOCATION/ADDRESS: N7210 Seminary Rd. (Norbert Hill Center)
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime): \$10.00
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Stephen Webster
COACH/MENTOR CONTACT INFORMATION: EMAIL: swebster@oneidanation.org PHONE: 920-869-4407
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: Mon-Fri
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): 1. Scanning in supporting documents of past BC Meetings 2. Detailed filing, date sorting, and categorize of various meeting documents 3. Creation of finding aides and work on OCR quality of documents after they have been scanned.
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: 1. Strong PC background (shared drives, Adobe Pro, Microsoft Excel, save/save as, working in OnBase..content management software) 2. Knowledge of how public meetings operate and the documents used in them (minutes, agendas, contracts) 3. Very high attention to detail (Accuracy above quantity)