



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Southeastern Oneida Tribal Services (SEOTS)
LOCATION/ADDRESS: 5233 West Morgan Avenue, Milwaukee WI 53220
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime):
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Mark W. Powless, SEOTS Director
COACH/MENTOR CONTACT INFORMATION: EMAIL: mpowles1@oneidanation.org PHONE: 414-329-4101
DURATION: June 6, 2016 – July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): DAILY SCHEDULE (Ex. 8am to 4pm): 8:00am-4:30pm DAYS OF WEEK: Monday-Thursday
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): SEOTS Youth Program: 75% <ul style="list-style-type: none">• Coordinated and lead youth activities for two different age groups (7-11, 12-15)• Lead youth discussions on topics ranging from culture to current events• Gather youth feedback regarding youth program events and activities SEOTS Receptionist: 20% <ul style="list-style-type: none">• Answer phones and provide general information about SEOTS events/activities• Sign up clients for SEOTS programs and services• Connect SEOTS clients to appropriate SEOTS staff Other Assigned Duties: 5% <ul style="list-style-type: none">• Assistance with SEOTS Elder Program• General set-up for SEOTS events
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: SEOTS is seeking background in education, social work, community leadership or any major that is applicable to working with youth or community enrichment programs. The intern should be comfortable working with and guiding small groups of youth. Additional skills include a familiarity with Microsoft Office and great customer service skills.