

APPLY IN PERSON AT:
Human Resource Department
2630 West Mason Street
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7911

POSITION TITLE: Joint Marketing Post Graduate Trainee
POSITION NUMBER: 05192
DEPARTMENT: Public Affairs
LOCATION: 2040 Airport Drive Green Bay, WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Public Relations Director
SALARY: NE6 \$15.41/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 21, 2018
CLOSING DATE: Until Filled
Transfer Deadline: February 27, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

The Marketing Intern will assist, develop, and establish marketing and advertising strategies to meet the objectives of the Joint Marketing Team and handle administrative duties. The Marketing Intern will gain knowledge in conducting effective marketing, advertising and promotional activities for the Joint Marketing Team, as well as, individual departments of Joint Marketing. Must be self-motivated and have the ability to work independently. This position will work with the areas of Joint Marketing to include the Radisson, Retail, Tourism, Internal Services, Communication, Gaming and other areas of the Oneida Nation. This position is for a 2 year placement and will end after the 2 years is completed. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with the development and coordination of all marketing, advertising, and promotional activities.
2. Perform administrative duties for the Joint Marketing Team.
3. Assist with the development of the annual marketing strategies for Joint Marketing based on research and organizational goals.
4. Assist with the planning and assessment of marketing initiatives, and explore new venues.
5. Assist with the development of a comprehensive strategic plan for Joint Marketing.
6. Develop and create a tracking mechanism for ROI (return on investment).
7. Establish and maintain a positive, productive and professional working relationship with all individuals, businesses, tribal enterprises, programs and departments.
8. Negotiate advertising plans or costs to ensure optimum use of funds and contracts.
9. Serve as the initial contact person for the Joint Marketing Team by:
 - a. Providing a summary and assessment of requests submitted to Joint Marketing.
 - b. Developing a reporting mechanism for initiatives and joint initiatives.
 - c. Working closely with the Executive Team of Joint Marketing on budgets and initiatives.
10. Conduct market research to determine market requirements for advertising, special events, and venues.
11. Develop and improve multi-media efforts for Joint Marketing.
12. Work on various marketing initiatives for the Joint Marketing Team, Radisson, Tourism, Gaming, Internal Services, Retail, etc.
13. Develop Standard Operating Procedures for Joint Marketing including the dispersing/use of items for advertising.
14. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION

Joint Marketing Post Graduate Trainee

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; occasionally stand, lift and/or move up to twenty-five (25) pounds.
2. Must be able to various work schedules.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the Oneida Community, its history and culture.
2. Knowledge of marketing and advertising.
3. Knowledge and ability to efficiently and effectively manage and monitor program budgets.
4. Knowledge of tribal, federal, and state accounting, purchasing and auditing policies and procedures.
5. Knowledge of statistical compilation and analysis.
6. Skill in problem solving, human relations, and time management.
7. Ability to exercise initiative and independent judgment.
8. Ability to communicate efficiently and effectively both verbally and in writing, including public speaking.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Preferred knowledge and working experience of the Oneida Nation's government, tribal operations, businesses, the Oneida Community, history and culture.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

- 1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Marketing, Hospitality, Business, or closely related field.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**