



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Human Resources

LOCATION/ADDRESS: 909 Packerland Drive, Green Bay WI 54303

SALARY PREDETERMINED:

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Wendy Alvarez
TITLE: Director of Employment and Recruitment
EMAIL: walvarez@oneidanation.org
PHONE: 920-490-3642

DATES OF EMPLOYMENT: **June 10th to August 2nd**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Application and resume review and follow up 20%
- Complete skills and pre-employment testing 20%
- Update job descriptions 20%
- Research information and positions 20%
- Preparation of job packets 10%
- Scanning documents into On Base program 10%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Associate's Degree or Bachelor's in Administration, Business or Human Resources
- Ability to multi task
- Ability to adhere to strict confidentiality
- Ability to operate a computer, preferably in a windows environment