



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: HIGHER EDUCATION

LOCATION/ADDRESS: 3759 W Mason St – Suite 3

SALARY PREDETERMINED:

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

NAME: JESSICA LAST
TITLE: HIGHER EDUCATION ADVISOR
EMAIL: JLAST@ONEIDANATION.ORG
PHONE: 920-213-2233

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):

- High School College Fair Planning and Research (30%)
- Social Media (Facebook) and Website Development (20%)
- Presentation Development and Editing (20%)
- Customer Follow-up (High School College Fair, Adult College Fair, Surveys, etc) (10%)
- Database Maintenance, Data Analysis, and Generate Reports and Stats (10%)
- Scholarship Search and Research (10%)

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Excellent working knowledge of Microsoft Office and PowerPoint
- Working knowledge of Social Media platforms and web development
- Strong communication skills – both written and verbal
- Preferred – College Junior or Senior
- College Majors: Communication, Education, Political Science, Social Sciences, Liberal Studies, Native American Studies, Pre-Law, Counseling, Social Work, Informational Technology, Business, and/or other General Studies programs.