

Human Resources Department
Hiring & Compensation
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2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Community Library, Cultural Heritage

LOCATION/ADDRESS: PO Box 365, 201 Elm ST, Oneida, WI 54155; Site I Archiquette Building

SALARY PREDETERMINED:

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

NAME: Kymberley E. Pelky
TITLE: Librarian (Youth, Inclusive, & Tech Services)
EMAIL: kpelky@oneidanation.org
PHONE: Direct: 920-869-6217; Library: 920-869-2210

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3RD, 2018**

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):

- If IT/Computer Science student: data entry and technology maintenance, upkeep, insight, and programming: 75% of the day; 25% of day miscellaneous office, front desk, and programming duties.
- If library science, education, arts, humanities, or child care student: Summer Library Program: 75% of day involved with youth patrons & programming, including curriculum development; 25% of day in miscellaneous office and front desk duties.
- If First Nations student: 75% of day in development of Oneida and Native American/First Nations cultural programming development and implementation; 25% of day with miscellaneous office and front desk duties.
- If Non-Profit or Business Student: 75% of day developing models for program grants and project funding, contacting local and Oneida Nation entities for partnership and collaborative brainstorming and agreements, spending logic model development, and comparative window shopping for requisition making; 25% of day with miscellaneous office and front desk duties.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Computer and Technology proficient
- Must interact professionally with youth and patrons of all ages
- Flexible
- Reliable
- An interest in reading for enjoyment would be a definite bonus
- There is an infinite amount of college majors who would benefit from interning at a public library. Our focus is mostly that of