



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Elder Services

LOCATION/ADDRESS: 2907 S. Overland Rd. Oneida, WI 54155

SALARY PREDETERMINED:

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

NAME: Crystal Metoxen
TITLE: Administrative Assistant
EMAIL: cmetoxe4@oneidanation.org
PHONE: 920-869-6849

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):

- Elder Expo 60%
- Gift Shop 20%
- Other duties as assigned 15%
- Meetings 5%
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Skill in operating various word-processing, spreadsheets, and data base software programs in a windows environment
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to work effectively with the elderly with empathy and enthusiasm with excellent Customer Service Skills
- Attend Staff Meeting, In- Service and other trainings as your Supervisor feels would benefit you.
- Business Administration, Management
- Accounting
- Social Work