

**Human Resources Department**

Hiring & Compensation

P.O. Box 365

Oneida, WI 54115

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Email: HRD\_General@oneidanation.org



**2019 SUMMER INTERNSHIP POSITION DESCRIPTION**

**DEPARTMENT:** Legislative Reference Office (LRO). The LRO is the support office for the Legislative Operating Committee. We are looking for an intern with interests in political science, communications, public policy, law making, collecting data, tribal sovereignty, and tribal governance.

**LOCATION/ADDRESS:** Norbert Hill Center, 2<sup>nd</sup> Floor

**SALARY PREDETERMINED:**

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

**NAME:** Jen Falck

**TITLE:** LRO Director

**EMAIL:** jfalck@oneidanation.org

**PHONE:** 869-4312

**DATES OF EMPLOYMENT:** **June 10<sup>th</sup> to August 2<sup>nd</sup>**

**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):**

-Research= 50%

-Event planning=10%

-Public meeting preparation=10%

-Collecting community input=15%

-Helping with an On Base project= 15%

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**INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:**

-Political Science

-Public Administration/ Public Policy

-Law or Pre-Law

-Communications

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