

Human Resources Department
Hiring & Compensation
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2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Land Claims Commission (OLCC)

LOCATION/ADDRESS: NHC, N7210 Seminary Rd. Oneida, WI 54115; rooms 338/340 (OLCC Offices)

SALARY PREDETERMINED:

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

NAME: Loretta V. Metoxen / Chris J Cornelius / Rosa Laster
TITLE: OLCC Chair / OLCC Vice Chair / BC Liaison Executive Assistant
EMAIL: lmtoxel@oneidanation.org / ccorne10@oneidanation.org / rlaster@oneidanation.org
PHONE: 920-869-1945 / 920-869-4434 / 920-869-4492

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):

1. filing, organizing physical and electronic documents 50%
- research (physical and electronic materials) 10%
2. scanning and organizing Land Claims records
3. inventorying records, equipment, audio and video tapes, etc.
- assisting with special events and projects, to include set up, take down, project planning 15%
- updating event materials, flyers, literature, etc. 10%
- compiling surveys, assisting with surveys, compiling notes 5%
- marketing 5%
- legal research 2%
- other administrative duties as needed 3%

Note
Items
1, 2, 3. are
combined to
1 SUBJECT

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

We are flexible in this section, students who may be interested or fit this line of work maybe students who are seeking degrees for:

- History, American Indian Studies, Public Administration, Organization, Leadership, Supervision, Communications, Law or Paralegal, Marketing, Data Collection, Archivist, Museum
- Some skills we would like to see someone who is:
 - mature
 - can work independently
 - not afraid to ask questions
 - has initiative.
 - willingness to learn,
 - work in an office setting
 - sit, stand, bend, type, use a computer

CJ Cornelius
OLCC Vice Chair
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4/3/19