

2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Tourism/Printing -----REQUESTING 3 STUDENTS

LOCATION/ADDRESS: 2701 W. Mason St

SALARY PREDETERMINED:

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

NAME: Mike Metoxen
TITLE: Special Events Coordinator
EMAIL: mmetox@oneidanation.org
PHONE: x5643

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):

- 10% Tour Guides for Long House Village & Salt Pork Avenue
- 10% Social Media – exploring Oneida
- 20% Manual Labor – staining amphitheater wall/benches, 3 sister gardens, hauling wood, building a palisade/wall, weeding and watering the veterans wall
- 5% Organization of Big Apple Fest materials
- 30% Creating materials for long house display
- 15% Researching Oneida History for the Oneida Time Line Project
- 5% Special Events & Outreach booths
- 5% Other duties as assigned

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Native Studies
- Media or Communications
- Liberal Studies
- Construction Associates Degree