



2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Central Accounting

LOCATION/ADDRESS: 909 Packerland Drive
Green Bay WI 54303

SALARY PREDETERMINED: **\$10.00/ HR**

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

NAME: Doris Yelk-Wilberg
TITLE: Operations Analyst
EMAIL: dyelk@oneidanation.org
PHONE:920-490-7411

DATES OF EMPLOYMENT: **JUNE 5TH, 2017 THRU JULY 28TH, 2017**

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):

- Travel Reservations 25%
- OnBase understanding – to learn how the Nation uses OnBase to save and retrieve records 10%
- Telephone answering – to be able to serve Travel customers via telephone 40%
- Payables Ledger Subsystem training 15%
- Organize and prioritize individual traveler's paperwork 10%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- At least an Associates Degree in Accounting
- Eager to learn!
- Customer Service Skills
- Data Entry skills
- Work independently as well as interacting with others
- Organizational skills