



2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Economic Support

LOCATION/ADDRESS: 2640 W. Point Rd.-Social Services Bldg.

SALARY PREDETERMINED: **\$10.10/ HR**

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

NAME: Barbara Metoxen

TITLE: Economic Support Manager

EMAIL: bmetoxen@oneidanation.org

PHONE: 920-490-3777

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):

- Summer Youth Program-75%
- TANF Back to School Program – 25%
- Clerical duties
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Students pursuing a degree in social work or human services preferred, but not required
- Organizational skills
- Ability to communicate well with others
- Wisconsin Driver's License
- Must adhere to strict confidentiality in all matters