Human Resources Department

Hiring & Compensation P.O. Box 365 Oneida, WI 54115 920-490-3640 Fax 920-490-7490 Email: HRD_General@oneidanation.org



2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Language Department

LOCATION/ADDRESS: 3757 Hillcrest Dr.

SALARY PREDETERMINED: \$10.10/ HR

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

NAME: Tracy Williams

TITLE: Director

EMAIL: twilliam@oneidanation.org

PHONE: 920-496-5684

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):

- Learn to speak Oneida Language: simple phrases, pronoun changes, word changes 65%
- Summer project: Power Point, poster, video, project-based language learning 20%
- Assist with Oneida Language Youth/Family camps/weekends/events/classes 10%
- Assist staff with customers 5%

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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Any college major will work
- Must be interested in learning Oneida language, culture and history
- Opportunity to fulfill foreign language/degree requirement or equivalency
- Computer skills: Word and/or Power Point