

Human Resources Department  
Hiring & Compensation  
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Oneida, WI 54115  
920-490-3640  
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Email: HRD\_General@oneidanation.org



**2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Library (Cultural Heritage)

LOCATION/ADDRESS: (Archiquette Building) 201 Elm ST, Oneida, WI 54155

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

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

NAME: Kymberley Pelky (Louis Williams, Library Manager, 920-869-6213, lwilliam@oneidanation.org will do payroll/Kronos)

TITLE: Librarian

EMAIL: kpelky@oneidanation.org

PHONE: 920-869-6217—Direct Line (Library: 920-869-2210)

DATES OF EMPLOYMENT: **JUNE 5<sup>TH</sup>, 2017 THRU JULY 28<sup>TH</sup>, 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):

1. If IT/computer science student: data entry and technology maintenance, upkeep, insight, & programming: 75% of day; 25% of day miscellaneous office and front desk duties
2. If library science, education, or childcare student: Summer Reading Program: 75% of day involved with youth patrons and programming, including curriculum development; 25% of day miscellaneous office and front desk duties
3. If First Nations Studies student: Development of Oneida Cultural programming, maintenance & upkeep of Native American collection: 75% of day; 25% of day miscellaneous office and front desk duties
4. If Business or Administration student: 33% of the day with administrative work, 33% of the day miscellaneous front desk duties, 33% of the day in customer service duties such as program implementation assistance

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- IT/Computer Science
- Library/Information Science
- Education/Child Care/Early Childhood
- First Nations
- Business/Administration
- Humanities &/or Liberal Arts
- Etc!!