



**2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: MIS – Desktop Support

LOCATION/ADDRESS:

Skenandoah Complex  
909 Packerland Dr.  
Green Bay WI 54303

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

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

NAME: Joe Poole  
TITLE: MIS – Desktop Support Supervisor  
EMAIL: jpoole@oneidanation.org  
PHONE: 496-7369

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):

- Assist in the installation, configuration, and maintenance of personal computers, other related equipment, devices, and systems through training with other Desktop Support Specialists. 75%
- Resolves issues and questions from users having problems with computer applications and/or hardware 25%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Must have good communication skills.
- Must have computer experience.
- Must be able to work independently.
- Degrees in Microcomputer , Network or closely related field is preferred.
- Juniors, Seniors or graduate students preferred