

2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Business Committee

LOCATION/ADDRESS: N7210 Seminary Road, Oneida WI 54155

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

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

NAME: Patricia King

TITLE: Oneida Nation Treasurer

EMAIL: tking@oneidanation.org

PHONE: (920) 869-4462

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):

- Research relative to financial and budget legislation, (O.B.C. and G.T.C.)
- Create Fiscal/Budget book encapsulating: 1) historical resolutions and legislation; Historical budgets, Treasurer's responsibilities
- Create survey and distribute survey regarding needs of the Oneida disabled population

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Written/Spoken Communication skills
- Analytical Skills; collect and analyze data; create datasets, field research which may include running focus groups, one-on-one interviews, etc.
- Administrative Skills
- Computer Skills which may include creation of visual presentations/illustrations, use of database and spreadsheet programs to manage and interact with data, creation of records and publications using programs like Microsoft Office.