

## **2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Oneida Personnel Commission

LOCATION/ADDRESS: Social Services Building, 2640 West Point Road, Green Bay, WI 54304

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

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

NAME: Bridget Mendolla-Cornelius

TITLE: Executive Assistant

EMAIL: Bcornel3@oneidanation.org

PHONE: 490-3977

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):

- Review OPC Decision 30%
- Update and review OPC Manual 25%
- Scanning Documents 30%
- Updating OPC Forms for Initial Reviews/Grievances 15%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Good communication and customer service skills
- Computer experience – Microsoft Office Suite, On/Base
- Self-starter and is able to work independently
- Excellent organizational and research skills
- Adhere to strict confidentiality

Majors: Legal Studies, Paralegal, Business, etc.