

**2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Tourism ----REQUESTING 2

LOCATION/ADDRESS: 2701 W. Mason St/Printing Building

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

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

NAME: Michelle Danforth  
TITLE: Tourism Director  
EMAIL: mdanfor8@oneidanation.org  
PHONE: 920.496.5624

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):

- Social Media Content
- Photography
- Website content creation
- Filing/Organizing
- Answer Phones
- Event representatives / booth design
- Tours
- Other projects as assigned

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Excel Spreadsheets
- Word
- Phone skills
- Good Communication skills
- Computer experience