

2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: **Training & Development.**

LOCATION/ADDRESS: **909 Packerland Drive, 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: **Nicolas Reynolds**

TITLE: **Senior Training & Development Specialist**

EMAIL: nreynold@oneidanation.org

PHONE: **920-490-3625**

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):

- Assist with Strategic Workforce Planning Project (50%)
- Assist with incorporating new branding into New Employee Orientation and other training (10%).
- Assist with O'cademy and development of intake process (10%).
- Assist with e-learning development and editing (10%).
- Assist with redevelopment of Training materials on various topics (10%).
- Assess and make recommendations to improve internal training processes (10%).

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Pursuing a Degree in HR, HR Management, Business, Business Management, Communications, Education, or other related field.
- Prefer familiarity with Microsoft Office (Word, Excel, PowerPoint, etc.).
- A desire to learn or expand knowledge of HR topics.