

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Business Committee

LOCATION/ADDRESS: Norbert Hill Center

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

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

NAME: Jennifer Webster/ Jessica Wallenfang

TITLE: Councilwoman/ Executive Assistant

EMAIL: jwebstel@oneidanation.org / jwallenf@oneidanation.org

PHONE: 869-4457 / 869-4480

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3rd, 2018**

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):

- Attending meetings, such as Legislative Operating Committee, Community Development and Strategic Planning (10 hours)
- Assist in creating an e-filing system for direct reports to the Business Committee (6-8 hours)
- Assist in conducting annual evaluations for direct reports to the Business Committee (6-8 hours)
- Assist at and prepare for GTC meetings (4 hours)
- Assist with community meetings for special projects. E.g. Re-organization (4-6 hours)
- Assist with LPGA 2018 and/or Pow Wow planning as needed

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Work on personal computer/laptop with Word, Excel, Power Point
- Interests in process of creating policy and law
- Human resources interest and/or experience
- Likes to engage with community and Tribal members