

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Community & Economic Development Division

LOCATION/ADDRESS: Little Bear Development Center
N7332 Water Circle Place
Oneida, WI 54155

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

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

NAME: James Petitjean

TITLE: Community Development Area Manager

EMAIL: jpetitje@oneidanation.org

PHONE: 920-869-4574

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):

- Gathering information, facts, and statistics to communicate abstract ideas pertaining to community planning projects
- Develop problem definition skills
- Creating infographics for multiple projects
- Documenting and communicating research through graphics
- Creating a graphical display that includes maps, statistics, infographics, fact and figures
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Takes initiative to get things done
- Creative
- Strong attention to detail
- Excellent interpersonal and communication skills
- Experience in design software – Photoshop, Revit, AutoCAD, Illustrator, Sketch up
- Experience in drafting design and residential construction
- Experience in model making