



**2018 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Human Resources - Records

LOCATION/ADDRESS: 909 Packerland Drive, Green Bay

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

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

NAME: Melinda K. Danforth

TITLE: HRIS Manager

EMAIL: mdanfor2@oneidanation.org

PHONE: 920-490-3662

DATES OF EMPLOYMENT: **JUNE 11<sup>TH</sup>, 2018 THRU AUGUST 3<sup>RD</sup>, 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):

1. 60% Assist with prepping and scanning personnel file documents in confidence.
2. 30% Ensure accuracy of HR personnel files documents in confidence.
3. 10% Assist with Verification of Employment requests in confidence.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

1. Technical knowledge or experience
2. Ability to learn the OnBase system.
3. Ability to complete repetitive duties.
4. Ability to communicate effectively with customers and co-workers.
5. Ability to handle multiple tasks and carry out instructions.
6. Frequently walk and sit for up to five (5) hours per day; use hands and arms, talk and hear.