

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Internal Services Division – Administration Office

LOCATION/ADDRESS: Skenandoah Complex

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

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

NAME: Barbara Dickson

TITLE: Executive Assistant to the ISD Director

EMAIL: bdickson@oneidanation.org

PHONE: 920-496-7349

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):

- Filing 10%
- Scheduling and attending Director's meetings 10%
- Minute taking and/or transcribing 30%
- Doing research for Director using computer 30%
- Errands to other entities, i.e., Tsyunhehkwa, Aquaponics, Food Pantry, etc. 10%
- And all other duties as requested pertaining to office work 10%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Office Manager/Business Management
- Computer Skills
- Telephone Skills
- Good customer service
- Good organizational ability