

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Casino Personnel Services

LOCATION/ADDRESS: 2491 Babcock Road, Green Bay WI 54313

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

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

NAME: Wendy Alvarez

TITLE: Personnel Services Manager

EMAIL: walvarez@oneidanation.org

PHONE: 920-429-3104

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):

- Application and resume review and follow up 20%
- Complete skills and pre-employment testing 20%
- Update job descriptions 20%
- Research Casino information and positions 20%
- Preparation of job packets 10%
- Scanning documents into On Base program 10%
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Associate's Degree or Bachelor's in Administration, Business or Human Resources
- Ability to multi task
- Ability to adhere to strict confidentiality
- Ability to operate a computer, preferably in a windows environment