

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: **Eco-Services, Health & Industrial Services co-managing**

LOCATION/ADDRESS: **Little Bear Development Center**

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

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

NAME: **Michael Troge, Amy Spears**

TITLE: **Environmental Project Manager, Environmental Specialist**

EMAIL: mtroge@oneidanation.org, aspears@oneidanation.org

PHONE: **920-869-4572, 920-869-4549**

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):

- **Website data entry – 40%**
- **Website design – 20%**
- **Website documentation upload – 30%**
- **Occasionally assist with activities associated with Environmental Health & Safety Division – 10%**
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- **Minimum pursuing Bachelors in computer programming or website design**
- **Prefer knowledge of Wordpress**
- **Familiar with social media technology**
- **Proficient with variety of software**
- **Motivated individual**
- **Mostly office work, occasional outdoor work**