



2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: HR – Employee Insurance

LOCATION/ADDRESS: Skenandoah Complex 909 Packerland Dr Green Bay WI

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

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

NAME: Joshua Cottrell
TITLE: Employee Insurance Manager
EMAIL: jcottrel@oneidanation.org
PHONE: (920)490-3629

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):

- Review/Sort/Scan employee paperwork (LOAs, applications, disability, MMFs, etc) (25%)
- Review incoming employee requests (LOAs, Change notices, new hires, terms, insurance apps) (25%)
- Assist with Benefits Orientation (put together packets, attend orientation and assist) (5%)
- Learn the benefits offered and enrollment process (45%)
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- College Major: Business, HR,
- Skills/Qualifications:
 - Customer Service,
 - Interpersonal Relationships,
 - Computer Skills,
 - Administrative,
 - Recordkeeping,
 - Insurance knowledge,
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