



2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Higher Education Dept.

LOCATION/ADDRESS:

Location:

Norbert Hill Center,
Oneida Higher Education Office
N7210 Seminary Rd.
Oneida, WI 54155

Mailing Address:

Oneida Higher Education Office
PO Box 365
Oneida, WI 54155

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

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

NAME: Mitchel R. Metoxen
TITLE: Asst. Manager Higher Education Dept.
EMAIL: mmetoxe3@oneidanation.org
PHONE: 920-869-4370

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):

- Assist with development of graduation follow-up
- Assist with planning of Annual High School College Fair
- Assist with webpage and social media management
- Assist with research and compilation of scholarship resources
- Assist with editing and revising Higher Education Paperwork and Pamphlets

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Pursuing Bachelor Degree with sophomore status or above
- Major in Communications, Public Administration, Business or related areas
- Familiarity with Microsoft Programs (Word, Excel, PowerPoint, Outlook) and Social Media platforms
- Good and effective communication skills, customer service oriented, strong people skills
- Ability to take the initiative on projects and pay attention to detail
- Must maintain confidentiality