

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: LAND MANAGEMENT

LOCATION/ADDRESS: 470 AIRPORT DRIVE

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

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

NAME: LORI ELM

TITLE: OFFICE MANAGER

EMAIL: LELM@ONEIDANATION.ORG

PHONE: 920 869-6607

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):

- GREETING CUSTOMERS AT FRONT DESK (25 %)
- ANSWERING PHONES (25%)
- WORKING ON ADMINSTRATIVE TASKS (25%) FILING, ORGANIZING INFORMATION ETC.
- WORKING WITH COMMUNCATION AND INFORMATION UPDATING AND ORGANIZING FOR THE OFFICE (10%)
- HELPING STAFF MEMBERS WITH FILING , ORGANZING INFORAMTION (15%)
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- TELEPHONE SKILLS
- EXCEL/WORD SKILLS INCLUDING 365
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