

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Social Services Administration

LOCATION/ADDRESS: 2640 West Point Road, Green Bay, WI 54304

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

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

NAME: Tsyosha>aht C. Delgado

TITLE: Area Manager

EMAIL: tdelgad1@oneidanation.org

PHONE: 920-490-3735

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):

- Reception back up and duties such as answer phones and forward appropriately ensuring professional telephone etiquette

- Welcome visitors and announce to appropriate personal

- Maintain schedule of conference rooms

- Provide support services to Area Manager and designees including assisting in coordinating activities within the Social Services Areas.

- Assist in follow-up of directives of management.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Knowledge of business English, proper spelling, grammar and punctuation.

- Knowledge of records management and basic accounting

- Skill in operating word-processing, spreadsheets and presentations in Windows environment

- Ability to communicate both verbally and in writing

- Ability to handle multiple tasks and meet deadlines.