Human Resources Department
Hiring & Compensation
P.O. Box 365
Oneida, WI 54115
920-490-3640
Fax 920-490-7490
Email: HRD_General@oneidanation.org

ONEIDA

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Head Start / Early Head Start

LOCATION/ADDRESS: 2801 W. Mason, 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: Victoria Deer
     TITLE: Program Manager
     EMAIL: vdeer@oneidanation.org
     PHONE: 920-496-5205

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 ensuring professional etiquette and always remember safety and health for the areas.
     -Assist in maintaining documentation for a variety of programs for financial and educational statistics and standards compliance.
     -Assist in monthly, quarterly and other reports. This includes but is not limited to: collecting information from various managers and other areas inside and outside the Tribe, writing the document based on information collecting and verifying all information with Program Director.
     -Provide support services to Program Director and designees including assisting in coordinating activities within the Head Start/Early Head Start 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.