

## Human Resources Department

P.O. Box 365  
Oneida, WI 54155  
920-490-3640  
Fax 920-490-7490  
Email: HRD\_Jobs@oneidanation.org



### **STUDENT INTERN POSITION DESCRIPTION**

**POSITION TITLE:** Student Intern-Comp and Benefits  
**DEPARTMENT:** Human Resources  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Compensation and Benefits Director  
**SALARY:** \$12.00/ HR  
**DATES OF EMPLOYMENT:** June 14<sup>th</sup> to August 20<sup>th</sup>

**POSITION NUMBER:** 05116  
**LOCATION:** 909 Packerland Drive

**NUMBER OF HOURS PER WEEK:** 32 HOURS PER WEEK

#### **INTERN DUTIES/PROJECTS**

1. Review/Sort/Scan employee paperwork (LOAs, applications, disability, MMFs, etc) (25%).
2. Review incoming employee requests (LOAs, Change notices, new hires, terms, insurance apps) (25%).
3. Assist with Benefits Orientation (put together packets, attend orientation and assist-5%).
4. Learn the benefits offered and enrollment process (45%).
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR**

1. College Major: Business, Human Resources, Psychology, or similar related field.
2. Skills/Qualifications:
  - a. Customer Service
  - b. Interpersonal Relationships
  - c. Computer Skills
  - d. Administrative
  - e. Recordkeeping
  - f. Insurance Knowledge, preferred.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. Office Setting
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS**

1. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
2. Ability to handle multiple tasks and meet deadlines.
3. Ability to carry out instructions furnished in verbal or written format.
4. Ability to work independently with minimal supervision.
5. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
6. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
7. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.