

## Human Resources Department

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### **STUDENT INTERN POSITION DESCRIPTION**

**POSITION TITLE:** Student Intern-Communications      **POSITION NUMBER:** 5213  
**DEPARTMENT:** Intergovernmental Affairs      **LOCATION:** N7210 Seminary Road Oneida, WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Director of Intergovernmental Affairs  
**SALARY:** \$12.00/ HR  
**DATES OF EMPLOYMENT:** June 14<sup>th</sup> to August 20<sup>th</sup>

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

#### **INTERN DUTIES/PROJECTS** (List in priority order and include percent of time spent on each duty/project weekly)

1. Learn to administer and record weekly Facebook live events. (10%)
2. Learn to develop digital audio and visual media for multimedia presentations for the Nation's organization. (60%)
3. Participate in an equipment audit to assess and determine our Communications Department needs. (5%)
4. Create visual elements for marketing campaigns including print advertising, digital media and social media platforms. (15%)
5. Learn to use various media applications such as social media, video and web graphics. (10%)
6. Assist the Nation's COVID-19 Call Center, as needed.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. 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. Seeking degree in media, graphic design, communication, or a related field.
2. Willing to learn to use video editing equipment and programs.

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

1. Work performed in an office setting, except when performing video work.
2. Lift up to 25 lbs.
3. 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. Strong interpersonal communication skills
2. Ability to multitask and demonstrate adaptability.
3. Demonstrate artistic creativity.
4. Willing to gain experience in multimedia applications such as social media, digital media, print advertising, etc.
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.