

Human Resources Department

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STUDENT INTERN POSITION DESCRIPTION

POSITION TITLE: Student Intern - SEOTS **POSITION NUMBER:** 05194
DEPARTMENT: Southeastern Oneida Tribal Services **LOCATION:**
DIVISION: Governmental Services
RESPONSIBLE TO: Director
SALARY: \$12.00/ HR
DATES OF EMPLOYMENT: June 14th to August 20th

NUMBER OF HOURS PER WEEK: 32 HOURS PER WEEK

INTERN DUTIES/PROJECTS

1. SEOTS Youth Program: 75%
 - a. Coordinated and lead youth activities for two different age groups (7-11, 12-15)
 - b. Lead youth discussions on topics ranging from culture to current events
 - c. Gather youth feedback regarding youth program events and activities
2. SEOTS Receptionist: 20%
 - a. Answer phones and provide general information about SEOTS events/activities
 - b. Sign up clients for SEOTS programs and services
 - c. Connect SEOTS clients to appropriate SEOTS staff
3. General Assistance: 5%
 - a. Assistance with SEOTS Elder Program
 - b. General set-up for SEOTS events
4. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
5. 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. Major: Education, social work, community leadership or any major that is applicable to working with youth or community enrichment programs.
2. Comfortable working with and guiding small groups of youth.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Must have great customer service skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Frequently sit, walk; reach with hands and arms. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office, education, or recreational setting with a moderate noise level. Work is occasionally performed outdoors.
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. Skill in planning and organizing group and individual activities.
2. Ability to exercise independent judgment.
3. Ability to demonstrate a high level of sensitivity to community issues and concerns.
4. Ability to communicate efficiently and effectively both verbally and in writing.
5. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
6. Ability to be innovative, creative, and flexible.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS (cont)

9. 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.