



STUDENT INTERN POSITION DESCRIPTION

POSITION TITLE: STUDENT INTERN-Language

POSITION NUMBER: 05200

DEPARTMENT: Oneida Language Department

LOCATION: Norbert Hill Center

DIVISION: Non-Divisional

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. Work in Tehatiw^nakhwa Language Nest (TLN) or Oneida Language Department (OLD) attend (virtual) language classes (25%), helping put home kits together (15%), observe and assist instructors with daily lessons (10%), helping set up classrooms (20%), assist in Facebook live, Youtube and/or other social media language lessons and resources (15%) and other projects i.e. garden, making cultural arts and crafts (15%)
2. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
3. 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. Ability to interact and maintain good working relationships with co-workers.
2. Ability to maintain a creative learning environment.
3. Skill in using software MS Office Suite.
4. Majors include: Any but would prefer First Nations Studies, Teacher Education, Linguistics or similar discipline.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Frequently sit; walk. Occasionally stand; stoop, kneel, crouch, crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level in a classroom setting.
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. Desire to learn about the Oneida language, community, history, and culture
2. Ability to be sensitive and receptive to the unique needs of Oneida students.
3. Ability to assist in developing instructional activities.
4. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help.
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.