

## Human Resources Department

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### **STUDENT INTERN POSITION DESCRIPTION**

**POSITION TITLE:** Student Intern-Library  
**DEPARTMENT:** Library  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Library Manager  
**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

**POSITION NUMBER:** 05202  
**LOCATION:** 201 Elm Street, Green Bay

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

1. Plan and implement Summer Reading Program activities for all ages.
1. Promote literacy by providing activities virtual including story times.
2. Creating displays in the Children's Area of the library.
3. Working with other staff members to create crafts and display items.
4. Working at the Circulation Desk and shelving when not otherwise engaged in other activities of this position.
5. Promote community awareness of library resources, services and programs.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. 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. A professional, friendly, helpful, positive attitude.
2. Work well with children, public and all other staff members.
3. College Majors: Library Science, Education, or Early Childhood.

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

1. Frequently sit, stand, walk, bend, stoop, squat, reach above shoulder level, push/pull and lift and carry up to twenty-five (25) pounds.
2. Work is generally performed in library setting with moderate noise level.
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. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
2. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
3. 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.