

## Human Resources Department

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### STUDENT INTERN POSITION DESCRIPTION

**POSITION TITLE:** Student Intern – Print/Tourism  
**DEPARTMENT:** Big Bear Media  
**DIVISION:** General Manager  
**RESPONSIBLE TO:** Marketing & Tourism Director  
**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:** 05212  
**LOCATION:** 2701 West Mason St.

#### INTERN DUTIES/PROJECTS

1. Learn business operations of a Print Shop environment (Customer Service to Print to Product Delivery).
2. Learn digital printing technology and finishing activities.
3. Learn 3D Printing.
4. Assist with the creation of displays or other activities for the Oneida Tourism Department.
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. Business / Management degree or an undecided liberal arts student.

#### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Sit, stand, carry, occasionally lift 25-40lbs.
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. Good communication skills.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment. (Preferred but not required: Word and Excel).
3. Student must be flexible in learning all areas of Big Bear Media (Print/Tourism/Kalihwisaks/Mail).
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
6. 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.