

Human Resources Department

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STUDENT INTERN POSITION DESCRIPTION

POSITION TITLE: STUDENT INTERN - Graphic Art
DEPARTMENT: Big Bear Media
DIVISION: General Manager
RESPONSIBLE TO: Marketing & Tourism Director
SALARY: \$12.00/ HR
DATES OF EMPLOYMENT: June 14th to August 20th
NUMBER OF HOURS PER WEEK: 32 HOURS PER WEEK

POSITION NUMBER: 05216
LOCATION: 2701 W. Mason St.

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

1. Learn how to do graphic/typesetting and project set up for a Print/Media operation
2. Summer Project Choice 1 (Graphics) – Update signage for Salt Pork Avenue Log Home / Medicinal Garden. This will include research, copywrite text content, developing several concepts
3. Summer Project Choice 2 (Animation & Special Effects) – Assist in developing on-line Oneida history/language animated content for school age classrooms.
4. Summer Project Choice 3 (3D Printing) – create 3D modeling of white corn and learn to 3D print.
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. Student must be attending college or tech school for graphic design/arts, media arts and animation and/or studio art.
2. Preferred: Student must have at a minimum of 3 semesters completed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Sit, stand, carry, lift 25lbs.
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. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
4. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
5. 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.