Human Resources Department
P.O. Box 365
Oneida, WI 54155
920-490-3640
Fax 920-490-7490
Email: HRD_Jobs@oneidanation.org

STUDENT INTERN POSITION DESCRIPTION

POSITION TITLE: Student Intern -Trust & Enrollments   **POSITION NUMBER: 05143**

DEPARTMENT: Trust & Enrollments   **LOCATION**: Enrollments Office

DIVISION: Non-Divisional
RESPONSIBLE TO: Payment Administrator
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. Sustain Oneida Project (40%) – This position will support the Project Specialist to carryout the tasks and duties of our Sustain Oneida project. This will include attending and facilitating community meetings, generating online content, Social Media outreach and education, and preparing GTC presentations and initiatives
2. Enrollment Mail Support (30%) – This position will join our department during our peak mail time as members will be returning payment forms. This will include opening and sorting incoming mail and preparing outgoing mail.
3. Scanning Documents Support (20%) – This position will aid in scanning and achieving document received and historical member documents.
4. Data Entry Support (10%) – This position will enter member information and form information into our Enrollments database as received.
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. Sustain Oneida project support may include writing, presenting, editing, video content creation and editing, and social media outreach.
2. Office support tasks will be more office administerial and will including paperwork, computers, scanners and our database.
3. Preferred Majors include Native Studies, Marketing, Journalism, or Graphic Design.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT
1. Sit, stand, carry, lift 25 pounds. Office setting.
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. Must me an enrolled member of the Oneida Nation.
2. Knowledge of Oneida's culture, history, enrollment criteria.
3. Knowledge of Microsoft Office products.
4. Willingness to learn Oneida's database and enrollment data processes.
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.