



## STUDENT INTERN POSITION DESCRIPTION

**POSITION TITLE:** Student Intern - Housing  
**DEPARTMENT:** Residential & Finance  
**DIVISION:** Comprehensive Housing  
**RESPONSIBLE TO:** Residential & Finance Area 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:** 05215  
**LOCATION:** 2913 Commissioner

### INTERN DUTIES/PROJECTS

1. Assist with updating CFR leases to the new Hearth Lease format. (40%)
2. Maintain an effective filing system of leasing documentation with Land Department (5%)
3. Meet with prospective lessees to obtain and provide information regarding leasing of properties. (5%)
4. Meet with Lessee's to update Designation of Successor Forms. (5%)
5. Learn to work in numerous databases to retract and record information regarding land and leasing (i.e. GLIS website, county websites, Onbase, Parcel Project Database, Masterblaster). (10%)
6. Record all leases, cancellations, modifications and other land documentation at the Oneida Register of Deeds Department. (5%)
7. Answer incoming calls related to Leasing/ Finance Area. (5%)
8. Learn to order title searches, surveys, environmental impact assessments, cultural heritage reports, and other activities required for the development and processing of residential leases. (10%)
9. Learn to research and confirm land status for tribal attorney, potential home buyers and several other Nation entities and also in preparation for residential lease. (5%)
10. Learn to correspond with customers verbally and in writing regarding all leasing related issues including but not limited to; compliance, land status and other customer related needs. (10%)
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. 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, Business Administration.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Must be able to sit in an office setting for 8 hours a day.
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. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment
3. Ability to communicate effectively and efficiently both verbally and in writing.
4. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
5. Ability to represent the organization in a professional manner, building respect and confidence.
6. Ability to handle multiple tasks, meet deadlines and work independently with minimal supervision.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
9. 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.