



WisDOT THPO Program 2022 Internship – 6 Week Term Job Description

POSITION: WisDOT Tribal Historic Preservation Office (THPO)

LOCATION: Intern 11 WI Tribes - THPO Office

WAGE: \$2,500 Stipend

SUPERVISOR: THPO Administrator

THIS IS A LIMITED TERM NON-EXEMPT POSITION. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY. THERE WILL BE NO INTERVIEWS.

JOB SUMMARY: Summer internship is supporting the 11 WI Tribes THPO office and is offered to students currently enrolled in a post-secondary school and seeking to gain experience in tribal historic preservation. The application for WisDOT THPO 2022 internship can be submitted from **November 15 until December 15, 2021**. The intern and THPO supervisor will identify a 6-week term that must end by March 31, 2022. The position will receive a **\$2,500 stipend at the end of the term**. Interns will be asked to commit to a regular, mutually agreed upon schedule, for 20 hours per week, and for the length of the internship. Interns must also comply with dress code, other tribal department requirements and conduct themselves in a professional manner consistent with your selected Tribes handbook. The ideal candidate will be able to take direction from their supervisor, but also be proactive and work independently.

DUTIES AND RESPONSIBILITIES:

1. Conduct outreach and education to increase understanding, acceptance, and support of cultural resources on Tribal lands.
2. Assist the Tribal Historic Preservation Office with office functions.
3. Develop initiatives designed to inform youth, community members, Tribal elders and contractors about Tribal Historic Preservation, and the steps we all can take to preserve and protect cultural resources.
4. Meet for Orientation, Project Review, Outreach and Education on Cultural Significant Resource Projects, Assist with supporting Outreach and Education on Cultural Significant Resource Projects.
5. Work in accordance with all applicable local, state, federal and Tribal laws.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Program Strategic Plans and Policies.
7. Maintain a positive working relationship with partners, customers, coworkers, Board members, and other officials by being responsive and respectful.

8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with the position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by your supervisor.

QUALIFICATIONS:

1. Pursuing a higher education degree in historic preservation or a related field.
2. Skilled in oral and written communication.
3. Basic computer knowledge.

PHYSICAL REQUIREMENTS: Must be able to work in the outdoors while exposed to the elements. Ability to walk and stand for long periods. The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage and shelving. Physical ability to lift and carry 30 lbs.

WORK ENVIRONMENT: Will be in an office setting and outdoors in the weather in a natural setting. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: Travel as necessary to complete assigned duties to Tribal Land. Local travel only.

This job description is subject to change at employer's discretion, after consultation with the employee.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED IN THE CASE OF EQUALLY QUALIFIED APPLICANTS, BUT ALL QUALIFIED APPLICANTS WILL BE CONSIDERED.

E-MAIL REQUEST FOR APPLICATION TO: sdanfor3@oneidanation.org

ATTENTION: WisDOT THPO Internship

APPLICATION SUBMITTAL REQUIREMENTS:

1. Completed Application
2. 100-word statement on why you are pursuing this internship opportunity.

POSTING DATE: November 15, 2021

DEADLINE: December 30, 2021 @ 4:00 pm

*It is the responsibility of the applicant to secure their own housing and transportation for the duration of this employment.

*The program will reimburse the cost of field gear expenses up to \$250.