



COLLEGE OF MENOMINEE NATION

STUDENT INTERNSHIP OPPORTUNITY

INTERNSHIP TITLE: Career Readiness Education Intern

MENTOR: Sustainability Education Coordinator (SEC)

LOCATION: Sustainable Development Institute

TERM: Fall 2020

APPLICATION DUE: Open until filled

INTERNSHIP SUMMARY AND DESCRIPTION

The Sustainable Development Institute offers a position that supports students in the education program. This position is grant funded through the AICF Strata program. The Career Readiness Education Internship will explore local and surrounding school districts and other businesses for possible job shadowing, Internships, and career tours. They will be expected to perform general research on school districts and possible informative webinars to increase knowledge in the education field. They will assist with setting up learning events for other education students. This position may require non-standard hours on occasion, but will work with your class schedule.

INTERNSHIP LEARNING OBJECTIVES AND RESPONSIBILITIES

Responsibilities Include:

- Work with CMN Faculty in developing a contact list of school districts.
- Webinar research to meet the needs of education students.
- Take part in online and on-site training to increase knowledge in the education program.
- Work within a team to carry out project-related tasks.
- Outreach with local school districts
- Present an overview of your internship experience
- Other duties as assigned

By the end of the internship you will be able to:

- Organize and utilize your time management skills
- Set measurable goals
- Ability to research and gather background on different organizations
- Plan, design, and coordinate virtual events for specific knowledge areas

PROGRAM REQUIREMENTS/QUALIFICATIONS:

- Must be registered or currently enrolled in six (6) or more credits
- Must be a degree-seeking student enrolled at the College of Menominee Nation or other accredited College or University. (Certain documentation may be required to confirm enrollment status.)
- Must have completed at least one (1) semester of study
- Must be 18 years of age or older
- Must have a cumulative GPA of 2.5 or better on a 4.0 scale
- Internship must be related to student academic degree program



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Application Procedures:

Internship Program Application requires the following:

- Application Form
- Current Resume (include any past internships experiences)
- Transcripts (unofficial or official)
- Letter of Interest
- Letter of Recommendation (preferably a professor at his/her institution)

Submit all of the following information to College of Menominee Nation Sustainable Development Institute located at N172 State Highway 47/55, PO Box 1179 Keshena, WI 54135 attention Manih Boyd, or email application material to sdi@menominee.edu

If you have questions about the position, please contact *Manih Boyd* at 715-799-6226 ext. 3243 or by email, manihb@menominee.edu.

TIMEFRAME AND STIPEND:

Timeframe: September 2020 and end of December 2020 (*per funding availability*)

Payment: Paid through a grant funded stipend

- Up to 20 hours a week during fall and spring semester time frame (16 weeks maximum)