



COLLEGE OF MENOMINEE NATION

STUDENT INTERNSHIP OPPORTUNITY

INTERNSHIP TITLE: SDI Office Clerk/ Career Readiness Business 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 campus sustainability, grant funded research, and related work. The SDI office clerk is expected to perform general receptionist duties and assist with events as well as provide daily support to SDI staff. This position may require non-standard hours on occasion, but will work with your class schedule.

INTERNSHIP LEARNING OBJECTIVES AND RESPONSIBILITIES

Responsibilities include:

- Perform office skills such as filing, answering telephones, and using office equipment
- Interact with SDI students interns and visitors
- Write letters and assist with mailings
- Organize, plan and assist in SDI events and workshops – both virtual and non-virtual
- Perform light housekeeping when needed
- Other duties as assigned

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

- Display growth in office skills
- Organize and utilize your time management skills
- Set measurable goals
- Effectively prioritize tasks
- Report-out your experiences of this internship
- Learn the background of a non-profit organization
- Understanding the working structure of a college institute

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)