

Title: Data Digitization Internship

Pay: \$15.00/hour

Location: Menominee Language and Culture Center
W2670 Chief Little Wave Road, Keshena WI, 54135

Duties:

Intern will help digitize and organize language material.

Requirements:

- Must be a registered college student seeking 6 or more credits
- Must be a degree seeking student at College of Menominee Nation (certain documentation may be required to confirm enrollment status)
- Students major must relate to the internship (Example majors: Linguistics, Language, Liberal Studies, Marketing, Digital Media, Public Administration, Business Administration, Human Services, communications, or other related majors)
- Must have completed one semester of studies
- Must be at least 18 years of age
- Must have a cumulative GPA of 2.25 or better (based on a 4.0 scale)

Preferred Skills/Experience:

- Familiarity with scanning and organizing materials
- Basic computer skills

Application Procedures:

Please email the application below and the additional documents listed after it to:
careerservices@menominee.edu

- Application: <file:///I:/Internships/Forms/CMN%20Internship%20Application.pdf>
- Letter of Interest
- Letter of Recommendation, preferably from a faculty member
- Resume
- Unofficial or official transcripts

For questions, contact careerservices@menominee.edu/(715) 799-6226 Ext. 3271

Team: *Menominee Language and Culture Department & The College of Menominee Nation*

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