

Title: Tribal Education Internship

Location: Cultural Learning Center - N188 WI-47, Keshena, WI 54135

Rate: \$15.00/hour

Duties:

The intern will assist individuals at the front desk; create resources to support students such as a monthly newsletter, scholarship newsletter, etc.; assist with planning and hosting Higher Pathways high school events with the Community Engagement Workgroup; assist with planning and hosting the Wisconsin Indian Education Association annual conference; and other duties as needed.

Requirements:

- Must possess a valid driver's license
- 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: Education, Liberal Studies, Public Administration, Business Administration, 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:

- Willing to work with people in a team setting, strong computer skills, strong writing skills, a self starter, attention to detail, and follows through with tasks.

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 Tribal Education Department and the College of Menominee Nation

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