

Title: Office Assistant Internship

Pay: \$15.00/hour

Location: Menominee Aging Division-Middle Village

Deadline: July 31st

Duties:

- Answering phones
- Filing, entering data, and similar office duties
- Event planning and coordination assistance
- Working at events

Requirements:

- Must be a registered college student seeking 6 or more credits
- Must be a degree seeking student at College of Menominee Nation, or another College or University (certain documentation may be required to confirm enrollment status)
- Students major must relate to the internship (Example majors: Human Services, Public Administration, Business Administration, Liberal Studies, etc.)
- 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)
- Employer will complete a background check

Application Procedures:

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

- www.menominee.edu/internship-application
- Letter of Interest
- Letter of Recommendation, preferably from a faculty member
- Resume
- Unofficial or official transcripts

Additional Information: contact careerservices@menominee.edu/(715) 799-6226 Ext. 3271

Team: Menominee Aging Division and The College of Menominee Nation

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