

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



## • MEMBER TRIBES •

### MICHIGAN

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

### WISCONSIN

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

### **POSITION:**

Administrative Intern (1)

### **CONDITIONS OF EMPLOYMENT:**

Dates of employment are June 1, 2020 – August 7, 2020 (10 weeks, 40 hours per week). Rate of pay is 10.10 per hour.

### **SUPERVISION:**

The intern will report to the Records Management Specialist

**DUTIES AND RESPONSIBILITIES:** This position will perform document scanning efficiently and index accurately for ease of document and information retrieval by others. This position will work with all departments within GLIFWC to review, prepare, scan and index documents into the OnBase content management system. Will be responsible for reviewing, screening and preparing documents for digital scanning according to established procedures. Must provide quality assurance by reviewing documents and indexing values for accuracy, legibility and other key considerations. May also assist in the creation and implementation of new processes, documentation and procedures related to the document imaging system. A small portion of this position will include general office duties, including but not limited to filing, shredding and data entry.

The intern will also participate in GLIFWC orientation and training during the first week of the internship, which will include first aid training. Other activities scattered throughout the internship are the annual healing circle run, canoe building, Sandy Lake memorial ceremony, Board of Commissioners meeting, and preparing a scientific poster to present at the Voigt Intertribal Task Force and Board of Commissioners.

**QUALIFICATIONS:** Working knowledge of scanning hardware, software applications and the Microsoft Office suite. Proficient computer skills, highly organized, detail orientated and the ability to learn quickly is essential. Must be in good physical condition, possess valid drivers' license, and be insurable under GLIFWC policies. Natural resource students preferred. Native American preference, but all qualified applicants will be considered.

**Send all required paperwork as outlined in the 2020 Summer Internship Openings announcement to:**

Zoongee Leith-Mayotte, Planning and Development Administrative Assistant  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
Odanah, WI 54861

**OR** email to: [zleith@glifwc.org](mailto:zleith@glifwc.org)

**Subject: 2020 GLIFWC Internship Program Application**

**Closing date for receipt of application:**

**March 25, 2020 by 4:30 PM CST**

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Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

## 2020 Summer Internship Openings

The Great Lakes Indian Fish and Wildlife Commission (GLIFWC) is pleased to announce available internships for its 2020 GLIFWC Summer Internship Program. Through this internship program, college students will work one-on-one with their GLIFWC mentors in various divisions and learn about necessary coursework, college degrees, and trainings which result in gainful employment in a multitude of careers, including natural resource and stewardship careers with tribes. Also, interns will participate in a multitude of traditional Anishinaabe cultural events and learn about the importance of treaty reserved rights to the Anishinaabe people and their history in preserving these rights.

### Internship Information:

GLIFWC internships will consist of 40 hours per week for 10 weeks (total of 400 hours), scheduled for June 1<sup>st</sup>- August 7<sup>th</sup>, 2020 (unless noted differently on an internship position description). All internships will be hosted at the GLIFWC Main Office, located on the Bad River Reservation, WI. Some internships will require travel within the Minnesota, Wisconsin, and Michigan areas, as well as some overnight travel. See the available internship position descriptions at <http://www.glifwc.org> in the “GLIFWC News & Upcoming Events” box under “Employment”. Note: candidates are able to apply for multiple internships, please ensure that all required paperwork is submitted for **EACH** internship position (i.e. a cover letter for EACH internship position applied for). Applicants who apply for multiple internships may undergo multiple interviews. Finally, the selection process may lead to applicants being offered a different GLIFWC internship.

Selected interns will be paid \$10.10 per hour during their GLIFWC internship. If needed, housing may be available. In previous years, GLIFWC has provided housing in a local college dormitory.

Eligible applicants must meet the following:

- Be an incoming or continuing student that is accepted and/or enrolled full time at a college/university for Fall 2020 semester;
- Possess proficient verbal and written communication skills;
- Have a strong interest in working with Native American tribes;
- Be willing to travel as part of internship, if required.

To apply, applicants must:

- Submit a cover letter that includes email address and telephone number;
  - If applying for more than one GLIFWC internship, the applicant must complete a

separate cover letter for each internship application, noting a specific internship position within the cover letter.

- Submit a resume outlining education, work experience, certifications, community involvement, and other pertinent information;
- Submit the following, dependent on classification:
  - 2020 High School Graduate: provide verification of acceptance at a college/university for Fall 2020 (examples: enrollment verification or Fall 2020 class schedule);
  - **Continuing** College/University Students: provide unofficial transcript(s) verifying Spring 2020 and Fall 2020 enrollment;
  - **Graduating** College/University Students: provide unofficial transcript(s) verifying Spring 2020 enrollment.

**American Indian preference will be applied consistent with GLIFWC policies and Federal Indian Self Determination and Education Assistance Act (PL 93-638)**

Applicants that submit all required above documentation will receive a confirmation email including a link to an online survey with requested additional information (i.e. tribal affiliation, first aid certification, housing needs, internship preferences, etc.), to be completed within 3 days of the confirmation email. A complete application will include: cover letter, resume, transcripts, and completed online survey. Applications without the completed online survey will not be considered for an internship position.

**Send cover letter, resume, and transcripts to:**

Zoongee Leith-Mayotte, Planning and Development Administrative Assistant  
Great Lakes Indian Fish and Wildlife Commission  
P.O. Box 9  
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