STUDENT INTERNSHIP OPPORTUNITY

**INTERNSHIP TITLE:** SDI Clerk  
**MENTOR:** Sustainability Education Coordinator  
**LOCATION:** Keshena Campus  
**TERM:** FA 2021 Semester  
**APPLICATION DUE:** Open until filled or end of FA21 semester

**INTERNSHIP SUMMARY AND DESCRIPTION**

The SDI Clerk is responsible for performing administrative tasks to support daily business operations. Their duties include responding to phone calls or emails, maintaining an organized filing system, working with organization documents and internal and external communications. The SDI Clerk may also work in some accounting, inventory and grant work.

**INTERNSHIP LEARNING OBJECTIVES AND RESPONSIBILITIES**

Other responsibilities include:
- Uploading and storing business files to ensure they are accurate and accessible for other employees
- Typing reports, letters and other business documents
- Sorting mail and responding to it or distributing it to appropriate employees
- Answering telephone calls, and emails and redirecting them to other employees when appropriate
- Issuing invoices and following up outstanding payments
- Monitoring office supplies and equipment

By the end of the internship you will be able to:
- The student will gain office experience in a non-profit organization
- Organize and utilize your time management skills
- Set measurable goals
- Effectively prioritize tasks
- Learn the basics in grant management
- Understand the working structure of a college organization

**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)
- Letter of Interest
- Letter of Recommendation

Submit all information to SDI@menominee.edu

TIMEFRAME AND STIPEND (IF APPLICABLE):

Timeframe: Begins Fall 2021 semester and end of Last day of the Fall 2021 semester
Payment: Paid through a grant funded stipend
Up to 20 hours a week during fall and spring semester time frame (16 weeks maximum)