



COLLEGE OF MENOMINEE NATION

STUDENT INTERNSHIP OPPORTUNITY

INTERNSHIP TITLE: Cross Campus Relationship Builder

MENTOR: Sustainability Education Coordinator

LOCATION: Green Bay Campus

TERM: Fall 2021

APPLICATION DUE: Open until filled

INTERNSHIP SUMMARY AND DESCRIPTION

The Sustainable Development Institute offers a position that supports campus relationship building. This internship will be located at the Green Bay location, and the student will interact with students at the Keshena campus to build relationships that support student retention. Skills learned can be transferred to the work setting. This position may require non-standard hours on occasion, but will work with your class schedule.

INTERNSHIP LEARNING OBJECTIVES AND RESPONSIBILITIES

Responsibilities include:

- Interact with current students, other interns and visitors
- Organize, plan and assist in events and workshops – both virtual and non-virtual
- Interact with the Sustainability Staff to become familiar with SDI
- Plan tours to GB/Oneida campus and Keshena Campus
- Attend student government meeting
- Recruit student for student organizations
- Become familiar with the Menominee Model of Sustainability and share with the GB/Oneida campus

By the end of the internship you will be able to:

- Display growth in communication skills
- Plan and organize workshops and events
- Effectively prioritize tasks
- Report-out your experiences of this internship
- Understanding the working structure of a tribal college

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 or official)
- Letter of Interest
- Letter of Recommendation (preferably a professor at his/her institution)

Submit all of the following information to College of Menominee Nation Sustainable Development Institute located at N172 State Highway 47/55, PO Box 1179 Keshena, WI 54135 attention Manih Boyd, or email application material to sdi@menominee.edu

If you have questions about the position, please contact *Manih Boyd* at 715-799-6226 ext. 3243 or by email, manihb@menominee.edu.

TIMEFRAME AND STIPEND:

Timeframe: 2021 FA Semester (*per funding availability*)

Payment: Paid through a grant funded stipend through the Career Readiness Grant, American Indian College Fund