

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

www.glifwc.org

• 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

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band



INTERNSHIP ANNOUNCEMENT

POSITION: Enforcement Division – Law Enforcement/Administrative Intern (1)

CONDITIONS OF EMPLOYMENT: Dates of employment are June 2, 2025, to August 8, 2025
(10 weeks/400 hours total) Rate of pay: \$15.00 per hour

SUPERVISION: Jill Miller, Administrative Assistant – Enforcement Division;

DUTIES AND RESPONSIBILITIES:

This position will focus on the day-to-day duties of a GLIFWC Conservation warden. These duties may include:

- 1) Patrol with current field wardens.
- 2) Organizing and maintaining equipment.
- 3) Scheduling, participating, and documenting Division trainings.
- 4) Assisting in community outreach events facilitated by the Enforcement Division.
- 5) Updating Warden inventory.
- 6) Assisting with grant management.
- 7) Camp Counselor at Camp Onji-Akiing.
- 8) Daily records management review & monthly administrative report.
- 9) Participate in mandatory GLIFWC activities that include orientation and training, first aid training, and other traditional/educational activities.
- 10) Must be flexible with scheduling and other duties assigned.

This work will take place throughout the Ceded Territory in Wisconsin, Minnesota, and Michigan. The intern will be expected to work cooperatively with GLIFWC wardens, state agencies, federal agencies, and tribal agencies. Field work may be conducted under strenuous conditions (temperatures, weather conditions, time of day, insects, etc.). Must be available to work evening, night, and weekend hours. Some clothing and equipment will be provided for use during these times.

QUALIFICATIONS:

- Must be enrolled in an accredited college or technical school.
- Ability to perform duties based on the season/activities occurring at the time and to work in occasional adverse environmental conditions (heat, insects, etc.).
- Must have experience using Microsoft Office 365 suite.
- Must be in good physical condition.
- Must possess valid drivers' license and be insurable under GLIFWC policies.
- Must be able to pass a background investigation.
- Natural resource students preferred but not required.
- Native American preference, but all qualified applicants will be considered.

Send all required paperwork as outlined in the 2025 Summer Internship Openings announcement to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email to: plemieux@glifwc.org
Subject: 2025 GLIFWC Internship Program Application

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of application: January 31, 2025 at 4:30 PM (CST)

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SUMMER INTERNSHIP PROGRAM APPLICATION FOR EMPLOYMENT

FEDERAL LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, OR NATIONAL ORIGIN. THE GREAT LAKES INDIAN FISH AND WILDLIFE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER, SUBJECT TO THE PROVISIONS OF P.L. 93-638/INDIAN PREFERENCE ACT.

DATE OF BIRTH: _____

DATE OF APPLICATION: _____

INTERSHIP(S) APPLIED FOR: _____

REFERRAL SOURCE: _____ JOB ANNOUNCEMENT _____ FRIEND _____ RELATIVE
_____ HANDSHAKE _____ WEBSITE _____ OTHER

NAME _____
____ (LAST) _____ (FIRST) _____ (MIDDLE) _____

ADDRESS _____

TELEPHONE _____ Email Address _____

Are you a member of federally recognized tribe? _____ YES _____ NO

Name of Tribe _____

If not a member of federally recognized tribe, are you a descendant? _____ YES _____ NO

Which tribe? _____

Have you had a summer internship here before? _____ YES _____ NO

If yes, when? _____

Have you applied for a summer internship with GLIFWC in the past? _____ YES _____ NO

If yes, give date(s) _____

Are you a current college student? _____ YES _____ NO

What year are you in college? _____ 1 _____ 2 _____ 3 _____ 4 _____ Graduating

Anticipated College Graduation Date? Month _____ Year _____

If not in college yet, have you been accepted for the Fall 2025 Semester? _____ YES _____ NO

What college do you attend/will you be attending? _____

You will need to provide current transcript or letter of acceptance

What is your major/minor (or intended major/minor for first year college students/high school graduates)?

Please list any organizations you are or have been involved in while in school/college: _____

Are you able to relocate for the summer and travel as needed? YES NO

If not, please explain: _____

Will you need housing for the summer? YES NO

Internships will be located on the Bad River Reservation in Odanah, Wisconsin

What is the earliest date you will be available if chosen for an internship? _____

What is the last day you will be able to work? _____

Are you willing and able to work flexible hours/weekends if needed? YES NO

Do you have a valid drivers license? YES NO

Drivers license number _____ State issued _____

Liability insurance? YES NO Access to a vehicle? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? YES NO

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? YES NO

If yes, please explain: _____

Do you have any allergies that we should be aware of? YES NO

Are these allergies life threatening? YES NO

Do you take medication for the allergies? YES NO

Please list the medication(s) taken (i.e., EpiPen, etc.)

Please list any skills, training, and/or experience that pertain to the internship(s) you are applying for:

Please list your hobbies and/or interests OUTSIDE of school/work: _____

Please list/describe any outdoor activities that you participated in during the last year that relates to hunting, fishing, and/or gathering: _____

Are you certified in CPR/First Aid?

____ YES

____ NO

If yes, please list which program(s) and expiration date: _____

Please describe any training or experience you have in safely operating and/or using equipment including, but not limited to firearms, other weapons, emergency vehicles, ATVs, boats, snowmobiles, GPS, compass, maps, and radios. Please be sure to list any safety certifications that may apply to your training related to this question also (i.e., Hunter Safety, etc.). _____

Please describe your time management skills. Give an example in which you had to manage a number of tasks at one time. _____

Please describe your experience and/or ability to effectively communicate with a diverse group of people. _____

Please describe your participation in any events or activities in your community. _____

Define GLIFWC and its responsibilities with regard to Treaty rights and issues. (Do NOT copy and paste from the GLIFWC website! Write this definition in your own words.) _____

In your own words, what are Ceded Territories? _____

Which Tribes are members of GLIFWC? _____

State any additional information that you feel may be helpful to us in considering your application for the GLIFWC Summer Internship Program or letters of reference from professors/advisors. (Attach additional pages if necessary.) _____

Please list three references that are not related to you that we may contact. One should be your academic advisor, one should be a teacher/professor, and the third a past/current employer or supervisor.

Academic Advisor Name: _____

Phone Number: _____ Email: _____

Teacher/Professor Name: _____

Phone Number: _____ Email: _____

Past Employer/Supervisor Name: _____

Phone Number: _____ Email: _____

- **I certify that the answers given herein are true and complete to the best of my knowledge.**
- **I authorize investigation of all statements contained in this application for employment as may be necessary in an employment decision. I understand that this application is not nor intended to be a contract of employment.**
- **In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge from the internship program. I also understand that I am to abide by the Personnel Policies and Procedures of the Great Lakes Indian Fish and Wildlife Commission.**

Signature **Date**

Send ALL required paperwork as outlined in the Summer Internship Announcement with this application to:

Pauline (PJ) Lemieux, Internship Program Coordinator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861-0009

OR email to: plemieux@glifwc.org
Subject: **2025 GLIFWC Internship Program Application**

Questions regarding the internship announcement or requirements can be directed to Pauline Lemieux via email or phone: (715) 682-6619 ext. 2138

Closing date for receipt of completed application and required materials is:

JANUARY 31, 2025, at 4:30 PM (CST)