

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

[www.glifwc.org](http://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:

Division of Intergovernmental Affairs (DIA) Intern (1)

### CONDITIONS OF EMPLOYMENT:

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

### SUPERVISION:

Ann McCammon-Soltis, Director, DIA  
James Rasmussen, Policy Analyst

### DUTIES AND RESPONSIBILITIES:

The Division of Intergovernmental Affairs will be offering an internship involving opportunities for research and writing on treaty rights implementation. The specific topic involved will depend on particular legal or policy issues requiring analysis. (Examples may include analysis of water diversion application requirements under an interstate compact, drafting testimony to a state legislature on pending legislation, or researching and analyzing changes in state law and their potential impacts on treaty harvesting.) Other duties and responsibilities will also include:

1. Completing legal or policy reading, research, and writing projects as assigned by the Division of Intergovernmental Affairs.
2. Attending interjurisdictional management and policy meetings, as they arise.
3. Attending meetings of GLIFWC Board of Commissioners and Voigt Intertribal Task Force.
4. Other duties as assigned.

The intern will also participate in GLIFWC orientation and training during the first week of the internship. Other cultural activities scattered throughout the internship include the annual Healing Circle Run and the Mikwendaagoziwag Sandy Lake Ceremony, and others.

### QUALIFICATIONS:

- Must be enrolled into a higher education program. Preference will be given to candidates who have completed their second or third year in college. Preference will also be given to candidates enrolled in law school or a related graduate program.
- Be able to demonstrate proficient writing ability and research skills. *Applicants selected to interview for this position will be asked to provide a writing sample of at least 500 words.*
- Interest in supporting Tribal rights to sovereignty and reserved treaty rights.
- Ability to work as a team with other GLIFWC divisions, tribal representatives, and interns.
- Must possess a valid driver's license and ability to be insurable under GLIFWC policies.

- Native American preference, but all qualified candidates will be considered.



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:**

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**Please list your hobbies and/or interests OUTSIDE of school/work:** \_\_\_\_\_

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

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**Are you certified in CPR/First Aid?**

\_\_\_\_ YES

\_\_\_\_ NO

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

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**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.). \_\_\_\_\_

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

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

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**Please describe your participation in any events or activities in your community.** \_\_\_\_\_

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**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.) \_\_\_\_\_

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**In your own words, what are Ceded Territories?** \_\_\_\_\_

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**Which Tribes are members of GLIFWC?** \_\_\_\_\_

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**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.)** \_\_\_\_\_

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**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](mailto: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)**