

CITC Internship Partner Program Application Form

Cook Inlet Tribal Council's (CITC's) Internship Partner Program strives to align with our overarching mission of working with Alaska Native and American Indian people to develop educational opportunities that fulfill our endless potential. CITC seeks to deepen our relationship with our people and provide valuable work experience in a variety of fields of study for our future leaders. In alignment with our community partners, CITC proudly offers a 12-week paid temporary internship program for qualified Alaska Native and American Indian students residing in the Cook Inlet Region of Alaska. This program will provide college students with real life work experience and the opportunity to apply their education in a professional work environment, bridging the gap between students to working professionals.

Cook Inlet Tribal Council, Inc. (CITC) seeks highly motivated individuals currently enrolled as a full or part-time college student, or recently graduated from an undergraduate/graduate degree program/technical school in a related degree field.

**Accounting / Finance / Economics / Business Mgmt.
Social Work / Sociology / Psychology / Nursing
Information Technology / Computer Science
Communications / Journalism / Marketing**

**Engineering / ANSEP Participants (Fab Lab)
Trans Alaska Pipeline System (TAPS) Industries
Construction / Project Management**

Specifically, CITC recruits individuals seeking a future career-specific pathway to participate in a paid internship program for a 12 week term. Internship positions are available in Anchorage. Selected interns are responsible for providing their own transportation between their hometown/state and the internship work location. For example, if you attend the Mat-Su College and accept an internship in Anchorage, you are responsible for your own transportation to Anchorage.

Application packet must include all of the following documents in order to be considered:

- o Completed Internship Application
- o Current Resume
- o Personal Statement / Cover Letter
- o Voluntary EEO Form
- o Copy of Official College Transcript(s) - to include Fall 2016 Semester/Term/Quarter upon completion
- o Two (2) Letters of Recommendation from a professional source (e.g. teacher, supervisor, etc.) - dated within the past 12 months of application

Strong applications exhibit the following:

- o Minimum Cumulative GPA of 2.5
- o History of Community Involvement
- o Leadership Skills
- o Solid Verbal/Written Communication Skills

ELIGIBILITY

Internship applicants must be eligible and qualified Alaska Native or American Indian pursuant to P.L. 93-638 Indian Self Determination Act who are able to show proof of residence in the Cook Inlet Region of Alaska. Alaska Native/American Indian CIRI shareholders and descendants are strongly encouraged to apply.

PRE-EMPLOYMENT BACKGROUND CHECK INFORMATION

As indicated on CITC's employment website, employment with CITC is contingent upon successfully passing a background investigation.

Complete application packets submitted by March 31, 2017 will be given priority consideration.

Please submit application packets and email questions to internship@citci.org or call (907) 793-3183.

MONDAY, MARCH 31, 2017

Personal & Academic Information				
Last Name		First Name		Middle Name
Name of College or Technical School		Intended Major		Intended Minor (if applicable)
Degree Program <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Technical <input type="checkbox"/> Graduate		College Status (as of date of application) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Technical Program <input type="checkbox"/> N/A		Anticipated Graduation Date
				Current Cumulative GPA
Additional Information				
Alaska Native Science & Engineering (ANSEP) Member <input type="checkbox"/> Yes <input type="checkbox"/> No		Alaska Resident <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a CITC Scholarship Recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a CIRI Foundation Scholarship Recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country (if not U.S.)	
U.S. Military <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service	Service Dates (month / year) to	Discharge (date / type) /	Rank at Discharge
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No *If so please list where, when and the crime below.		Have you been convicted of a misdemeanor within the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, list where, when and the crime below.		
Current Contact Information				
Street Address		City	State	Zip Code
Mailing Address (if different than above address)		City	State	Zip Code
Primary Email Address *		Alternate Email Address *	Primary Phone *	Alternate Phone *
*Note: Provide current contact information so we may contact you at anytime.				
Permanent Address				
Street or Mailing Address (if different than "current")		City	State	Zip Code
Internship Match Details				
Indicate Preferred Internship Below (Note: availability of selections varies each year.)				
<input type="checkbox"/> Accounting / Finance / Economics / Business Mgmt.		<input type="checkbox"/> Engineering / ANSEP Participants (Fab Lab)		
<input type="checkbox"/> Social Work / Sociology / Psychology / Nursing		<input type="checkbox"/> TAPS Industry related areas of study		
<input type="checkbox"/> Information Technology / Computer Science		<input type="checkbox"/> Construction / Project Management		
<input type="checkbox"/> Communications / Journalism / Marketing		<input type="checkbox"/> Other _____		

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Term of Internship (12 weeks)

Start Date: Monday, May 22, 2017

End Date: Friday, August 11, 2017

If you are not available for the start/end dates above, please provide alternate dates for consideration: **Start:** _____ **End:** _____

If there is a possibility of an internship extension beyond published dates and you want to be considered, please check the box below.

Please consider me for an extended internship, if possible, I will be available to work until:

INTERNSHIP TIMELINE:

- **Recruitment and Application Submission Period: October 15, 2016 – March 31, 2017**
- **Application Packet Deadline: March 31, 2017**
- **Preliminary Interviews: April 3 – April 7, 2017**
- **Final Selection / Notification to Final Candidates: April 14, 2017**
- **Internship Orientation in Anchorage, Alaska: May 22, 2017**
- **Internship Period: May 22 – August 11, 2017**
- **End of Internship Presentations and Exit Interviews: August 7 - 11, 2017**

Experience

Highlight prior job, internship, and/or volunteer activities related to the type of internship you wish to pursue. (**Do not put "See Resume"**)

Characteristics

Summarize personal strengths, knowledge, skills and abilities such as communication, public speaking, or problem solving, etc.

(**Do not put "See Resume"**)

Personal Statement

State your reasons for requesting this internship. Summarize your personal/educational history, accomplishments, educational and career goals, and demonstrated leadership experience. Explain how your degree/technical program and this internship correspond with your career goals. (Type a 1-page document, double-spaced, using 12 pt font to include in your application packet).

Contact Information

EMAIL:	Subject: Internship Program – Your Name: to internship@citci.org .
FAX:	(907) 793-3466
USPS / EXPRESS MAIL:	Cook Inlet Tribal Council, Inc. ATTN: Internship Program / Institutional Advancement 3600 San Jeronimo Drive Anchorage, Alaska 99508

Application Packet Due by Monday, March 31, 2017

FINAL CHECKLIST: Please submit the required documentation listed below via email to internship@citci.org.

<input type="checkbox"/> Completed Internship Application	<input type="checkbox"/> Voluntary EEO Form
<input type="checkbox"/> Current Resume	<input type="checkbox"/> Copy of Official Transcripts
<input type="checkbox"/> Personal Statement / Cover Letter	<input type="checkbox"/> Two (2) Letters of Recommendation

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**Additional Applicant Information
Optional EEO Form**

Applicant Name (Print):

Certificate of Indian Blood (CIB) Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide enrollment number:
Shareholder of Native Corporation(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which corporation(s)?
Certificate of Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are not a shareholder, are your parents or grandparents shareholders? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which corporation(s)?
Tribal/Council Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate name of entity:

Use the space below to provide any additional information that may be helpful in determining your Alaska Native status:

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COOK INLET TRIBAL COUNCIL, INC JOB DESCRIPTION

Job Title: Temporary Intern
Department: TBD
Reports To: Assigned Department Director / Internship Coordinator
Supervises: None
FLSA Status: Non-Exempt
Job Type: Temporary

General Functions

Through a 12-week internship, gain professional work experience by applying education in a practical work setting in a focused area of interest.

Duties and Responsibilities:

- Provide administrative support to department staff as required.
- Identify and participate in a goal setting process to determine learning objectives.
- Observe and assist with department programs, services, research, and other tasks.
- Attend meetings and trainings as appropriate to acquire knowledge and skills within the department.
- Organize and assist in implementing strategies for special projects.
- Prepare project reports and progress summaries on assignments.
- Complete a learning summary presentation to be presented to Cook Inlet Tribal Council (CITC) management upon completion of internship.
- Other duties as assigned.

Job Specifications:

- Learn and understand CITC's mission, vision, strategic focus areas and incorporate knowledge into daily activities.
- Effective oral and written communication skills; ability to effectively present information and respond effectively and sensitively to questions from staff of CITC and their partners.
- Good interpersonal and public contact skills; ability to work effectively and cooperatively with all levels of management and staff of CITC and affiliated-company employees; exhibit a professional manner in dealing with others.
- Good organizational skills; ability to think strategically, problem solve and exercise good judgment.
- Work independently as well as on a team and with minimal supervision.
- Work well under pressure and prioritize workload.
- Proficient using Microsoft Office products such as Word, Excel, and Outlook.
- Reflect a high degree of sensitivity regarding confidential information.

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Physical Abilities

- Must be able to walk and/or stand on hard surfaces for extended periods of time
- Must be able to kneel, crawl, bend and twist at the waist on an occasional basis
- Must be able to reach at, above and below shoulder height with regular frequency
- Must be able to push, pull, carry and lift objects weighing up to 50 pounds on a regular basis, and greater weights on an occasional basis
- Must possess sufficient fine and gross motor skills to operate computers and other equipment as required

Minimum Requirements

- Currently enrolled as a full or part-time college student, or recently graduated from an undergraduate/graduate degree program/technical school in a related degree field.
- Continued employment will be contingent upon receipt of a satisfactory report from a state and federal background check.

Additional Information:

- Hiring preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to Under P.L. 93-638 Indian Self-Determination Act.

Employee Signature _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.