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. 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:

- Completed Internship Application
- Current Resume
- Personal Statement / Cover Letter (1 page)
- Voluntary EEO Form
- Current copy of Official College Transcript(s) -
- 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:

- Minimum Cumulative GPA of 2.5
- History of Community Involvement
- Leadership Skills
- 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. 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.

Please submit application packets and email questions to alaskaspeople@citci.org or call (907) 793-3467.
## Personal & Academic Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<tr>
<th>Name of College or Technical School</th>
<th>Intended Major</th>
<th>Intended Minor (if applicable)</th>
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<table>
<thead>
<tr>
<th>Degree Program</th>
<th>College Status (as of date of application)</th>
<th>Anticipated Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates □</td>
<td>□ Freshman □ Sophomore □ Junior □ SeniorTechnical □</td>
<td>Technical Program □ N/A</td>
</tr>
<tr>
<td>Bachelors □</td>
<td>□ Freshman □ Sophomore □ Junior □ SeniorGraduate □</td>
<td>Current Cumulative GPA</td>
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<td>□ Freshman □ Sophomore □ Junior □ SeniorGraduate □</td>
<td>Current Cumulative GPA</td>
</tr>
</tbody>
</table>

### Additional Information

<table>
<thead>
<tr>
<th>Alaska Native Science &amp; Engineering (ANSEP) Member</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a CRTC Scholarship Recipient?</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Are you a CIRI Foundation Scholarship Recipient?</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Are you a U.S. Military Member?</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Branch of Service</td>
<td></td>
</tr>
<tr>
<td>Service Dates (month / year) to</td>
<td></td>
</tr>
<tr>
<td>Discharge (date / type)</td>
<td></td>
</tr>
<tr>
<td>Rank at Discharge</td>
<td></td>
</tr>
<tr>
<td>Country (if not U.S.)</td>
<td></td>
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</tbody>
</table>
| Have you ever been convicted of a felony? | Yes □ No □ *If so please list where, when and the crime below.
| Have you been convicted of a misdemeanor within the last 5 years? | Yes □ No □ *If yes, list where, when and the crime below. |

### Current Contact Information

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address (if different than above address)</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Email Address *</th>
<th>Alternate Email Address *</th>
<th>Primary Phone *</th>
<th>Alternate Phone *</th>
</tr>
</thead>
</table>

*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.)

- □ Accounting / Finance / Economics / Business Mgmt.
- □ Engineering / ANSEP Participants (Fab Lab)
- □ Social Work / Sociology / Psychology / Nursing
- □ TAPS Industry related areas of study
- □ Information Technology / Computer Science
- □ Construction / Project Management
- □ Communications / Journalism / Marketing
- □ Other ___________________________
Term of Internship (12 weeks)

Start Date: 
End Date: 

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
- Preliminary Interview
- Final Selection / Notification to Final Candidate
- Internship Orientation in Anchorage, Alaska
- Internship Period
- End of Internship Presentations and Exit Interview

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 alaskaspeople@citci.org

FAX: (907) 793-3392

USPS / EXPRESS MAIL: Cook Inlet Tribal Council, Inc.
ATTN: Alaska’s People
3600 San Jeronimo Drive
Anchorage, Alaska 99508

Additional Applicant Information

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

☐ Completed Internship Application  ☐ Voluntary EEO Form
☐ Current Resume  ☐ Copy of Official Transcripts
☐ Personal Statement / Cover Letter  ☐ Two (2) Letters of Recommendation
Optional EEO Form

<table>
<thead>
<tr>
<th>Certificate of Indian Blood (CIB) Card?</th>
<th>Yes</th>
<th>No</th>
<th>If yes, provide enrollment number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shareholder of Native Corporation(s)?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, which corporation(s)?</td>
</tr>
<tr>
<td>Certificate of Enrollment?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If you are not a shareholder, are your parents or grandparents shareholders?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, which corporation(s)?</td>
</tr>
<tr>
<td>Tribal/Council Enrollment?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, indicate name of entity:</td>
</tr>
</tbody>
</table>

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.

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.