



# Eastern Band of Cherokee Indians College Student Internship Program

**DIVISION:** Community, Education & Recreation Services  
**PROGRAM:** Kituwah Preservation and Education Program (KPEP)  
**JOB TITLE:** KPEP College Intern

## Overview:

The EBCI College Internship Program provides interested students currently enrolled in a college, university, technical, or trade school the opportunity to gain professional work experience that connects their classroom experiences and potential career choices. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee tribal government.

## Kituwah Preservation and Education Program Purpose:

At Kituwah Preservation and Education Program (KPEP) we strive to keep alive our culture and traditions, to educate our community and to develop devices that perpetuate all things Cherokee. We develop media, archives, Cherokee language materials and teachers for the benefit of all ages. Idikituwagi (we are all Kituwah).

## Key Responsibilities:

- Assist and learn data entry that is paramount for community and student language acquisition.
- Learn about the Terentia system and upload material using the Cherokee language paradigm
- The intern must be capable of navigating audacity and excel programs.
- The intern must have a good ear for Cherokee and an affinity for our language and culture.
- Participate in Meetings: Attend and participate in team meetings, providing input and taking notes to ensure a comprehensive understanding of ongoing projects.
- Project Management: Assist in managing smaller projects or project components, ensuring they are completed on time and within scope.

- Communication: Draft communications, including emails, memos, and reports, and may also assist with social media and marketing efforts.
- Learning and Development: Attend training sessions, workshops, and seminars to enhance their skills and knowledge.

## Required Qualifications:

- Must be enrolled in a college, university, trade or technical school.
- Able to provide own transportation to the work site(s).
- Able to commit to **ALL** program dates and programming events. Multiple absences will result in dismissal from the program.

## Benefits:

- Pay rate: \$15/ hour

**Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>**