



Eastern Band of Cherokee Indians College Student Internship Program

DIVISION: Community, Education & Recreation Services

PROGRAM: New Kituwah Academy

JOB TITLE: New Kituwah Academy 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.

New Kituwah Academy Purpose:

New Kituwah Academy's vision is to create a generation of Cherokee speakers who live with cultural pride, academic excellence, and a lifelong commitment to being "Kituwah First".

Intern will work in the Curriculum & Instruction Department at New Kituwah Academy.

Key Responsibilities:

- Learn about Cherokee language documentation and Cherokee language materials development and review.
- Perform basic Cherokee language recording and editing.
- Participate in Cherokee language activities.
- Assisting in Research: Assist with various research projects, collecting and analyzing data, and compiling reports under the guidance of senior team members.
- Supporting Daily Operations: Help with administrative tasks, including scheduling meetings, organizing files, and preparing documentation.

- Participating 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/>