



Eastern Band of Cherokee Indians College Student Internship Program

DIVISION: Office of the Attorney General
PROGRAM: Office of the Tribal Prosecutor
JOB TITLE: Office of the Tribal Prosecutor College Intern

Overview:

The EBCI College Internship Program provides interested students currently enrolled in a college or university 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.

Office of the Tribal Prosecutor Purpose:

Safeguarding the safety of the community that is uniform and consistent application of the Tribal laws and punishment as set forth by Tribal Council.

Key Responsibilities:

- Perform basic and routine administrative support and technical duties.
- Perform customer service duties that include dealing with the public, other departments and outside agencies.
- Answer routine questions and refer tribal members to appropriate staff.
- Attend and participate in staff meetings and trainings which provide for an increasing awareness of general knowledge of programs and current practices.
- Participate in various phases of a planned training and evaluation internship program; collaborate closely with assigned mentor(s).
- Perform duties that help the student learn policy, procedures, guidelines and standards for successful work performance.
- Assist in setting up, maintaining, and closing files under the supervision of the practicing licensed attorney.

- 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: Manage smaller projects or project components, ensuring they are completed on time and within scope.

Internship Expectations:

- Maintain professionalism.
- Have a positive attitude.
- Foster teamwork to build relationships and complete projects.
- Display interest and willingness to learn.
- Adhere to the respective dress code.
- Communication should be respectful and appropriate with peers, colleagues, supervisor(s), and residents.
- Meet work schedule, which is 7:45am-4:30pm and job expectations.
- Follow the safety guidelines provided on behalf of the EBCI tribal government.

Required Qualifications:

- Must be at least 21 years of age by June 1st, 2026.
- 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/>