# Eastern Band of Cherokee Indians College Student Internship Program

**DIVISION:** Community, Education & Recreation Services

**PROGRAM:** Qualla Boundary Public Library

**JOB TITLE:** Qualla Boundary Public Library 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.

## Qualla Boundary Public Library Purpose:

At the Qualla Boundary Public Library, we use a distinct Cherokee approach: blending books and learning with cultural arts, language, and community teaching. We enjoy serving as an accessible entry point, helping community members explore Cherokee art forms, develop skills, and connect with local artisans, language speakers, and cultural programs.

We utilize a makerspace, which is a collaborative, hands-on learning environment where people come together to create, experiment, and share knowledge. This space allows learning and doing, intergenerational skill sharing, and community creativity.

QBPL's content and events are centered around reading and learning together.

## Key Responsibilities:

- 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.

- Performs customer service duties that include dealing with the public, other departments and outside agencies.
- Answer routine questions and refer customers and tribal members to appropriate staff.
- Occasionally, perform duties that include shelving books, inputting new and donated books into the Atrium Computer System, and adding new patrons to the Atrium Computer System.
- 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/**