



Eastern Band of Cherokee Indians High School Student Internship

DIVISION: Community, Education & Recreation Services

PROGRAM: Qualla Boundary Public Library

JOB TITLE: Qualla Boundary Public Library High School Intern

Overview:

The High School Student Internship program helps teens between the ages of 16 and 17 to develop their skills and prepare for future employment by spending the summer working for the Eastern Band of Cherokee Indians.

Interns will work closely with experienced professionals, gaining valuable insights into their field of study while contributing to the EBCI's goals and projects. 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:

- 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 customers and tribal members to appropriate staff.
- 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.
- Attend and participate in staff meetings, training and workshops which provide for an increasing awareness of general knowledge of programs and current practices.
- Attend and participate in various events and activities presented by the QBPL.
- 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.

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 and job expectations.
- Follow the safety guidelines provided on behalf of the EBCI tribal government.

Required Qualifications

- Must be at least 16 by June 1st, 2026.
- Must be a rising Junior or Senior high school student.
- Able to provide own transportation to the work site.
- Able to commit to **ALL** program dates and program 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/>

