

Kickapoo Tribe in Kansas Summer Student Internship Program

Position Title: Student Intern

Reports to: Project Director (Health & Wellness, Native Connections, and/or Circles of Care); Student Intern Team Leaders as directed by Project Directors

Status: Up to 8 positions; Part-time hourly

Expected Start Date: June 6, 2019

Primary Duties and Responsibilities: Summer Student Internships with the Kickapoo Tribe in Kansas are for community high school and college students who have an understanding and appreciation of Tribal culture and history, and who want to gain career readiness, receive hands-on experience in a variety of settings, develop leadership skills, and provide guidance and feedback on community projects. Student Interns will contribute to their community through outreach and event coordination throughout the summer, and work together to support Kickapoo Tribe in Kansas community programs in a collaborative team environment.

The Kickapoo Tribe in Kansas expects Student Interns to maintain a high level of communication with supervisors, partners, and other Student Interns, and demonstrate strong organizational skills. Student Interns must also possess time management skills and be able to maintain a moderate level of independence and initiative. These positions will work 30 hours per week, 5 days a week, for a total of 8 weeks. Student Interns will participate in on-site learning opportunities and will earn college credits through Highland Community College for completion of coursework. Additionally, duties will occasionally include time spent outdoors, working with young children and families, and/or weekend and evening event hours as needed. Travel may be required for area programs and events, worksite placements, staff training, and meetings.

Required Qualifications:

- Current, active high school or college enrollment OR active enrollment in GED classes
- Must be in good academic standing as evidenced by GPA, coursework, and/or instructor recommendations
- Knowledge of Kickapoo culture, history, language, and/or traditions
- Interest in working with Kickapoo community youth and families
- Good interpersonal and communication skills as evidenced by application materials and/or the candidate interview process
- Ability to receive feedback and instruction from supervisors, partners, and tribal leaders
- Punctuality and self-management skills
- Desire to learn new skills and develop leadership potential

Other Requirements:

- Must be at least 16 years old, and not older than 24 years old
- Availability for out-of-state travel the week of July 29 – August 2, 2019

- Must be able to pass a criminal history background check and be eligible to obtain a valid Kansas State Driver's License and be insurable under the Tribe's vehicle insurance policy
- Must pass initial drug test and participate in the Tribe's randomized drug-testing program

Drug-free Workplace Policy: The Kickapoo Tribe in Kansas is committed to a drug-free and alcohol-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the applications in absence of qualified Indian Preference eligible candidates.

Privacy Act: The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a0(i)(1)).