

2017 Wichita Tribe Summer Intern Program

The Wichita and Affiliated Tribes is currently accepting applications from enrolled Wichita Tribal members who are interested in participating in the summer intern program located at the Wichita Tribal complex. This program is established for Wichita graduating seniors and Tribal college students that will be attending college in the fall of 2017. This will be an 8-week program scheduled between May and July time frame. The program will be held at the Wichita Tribal Complex where the intern will work with the Summer Youth Program and within Tribal programs.

The student will be required to obtain training through the Tribal Youth Suicide Prevention and Surveillance Program. The student will be required to work with the Summer Youth Program the first part of the day and occasionally attend field trips. The second half of the day the intern will work, observe and participate in all programs including Administration, Education, AoA, Social Services, Health, Culture, Environmental Protection, Food Distribution, Transportation and TERO Programs along with any other programs not listed. The interns will be rotated among the departments. The week of July 3, 2017, the intern will be required to write and research other Tribes and do a comparison to the Wichita and Affiliated Tribes programs. The second half of the program, beginning in July, will allow the intern to work more in depth in a specialized areas based on their interest in the various departments of the Tribe. For example, an intern might be interested in the Social Services fields so they would be assigned to work with that director or within those programs for a specific amount of time. Each intern will also have an opportunity present their experiences with the intern program at the Annual Meeting to be held on July 15, 2017. A final presentation with a written report will be provided to the Wichita Executive Committee.

The intern will have the responsibility of having adequate transportation to and from the Tribal Complex. Hours will be from 8:00 a.m. to 5:00 p.m. with a 1 hour lunch break. The intern will also be required to go through an application and resume writing course offered by the Human Resources Department. The Intern must maintain confidentiality as a temporary employee working in various departments.

The purpose of the intern program is to give experience to the intern but to also get a perspective of the Tribe from our youth, become a mentor to our children in the Summer Youth Program and become future leaders of our Tribe. This is a nine (9) week program with a few days of orientation in May. The intern program will run from May 30, 2017 to July 28, 2017.

Deadline for applications: May 5, 2017

Prerequisites: Qualifies as at least a graduating senior for 2017 or an undergraduate attending college during the fall 2017.

Application requirements: College transcript or report card with courses and grades, current resume, and a cover letter explaining why you wish to be considered for the program and an overview of your career goals.

Background Investigation: Applicants must submit and pass a background investigation in order to work with the Summer Youth Program.

Those interested should submit application requirements to Human Resources, Breezy Prince, at breezy.prince@wichitatribe.com. Interviews and selection will be held prior to May 19, 2017 and those selected will be required to attend orientation on May 30 and 31. This will include a visit to each of the programs and the various entities owned by the Tribe within Caddo County. Those selected will also be required to receive training in the Tribal Youth Suicide Prevention and Surveillance Program on June 1 and 2, 2017.

Application Checklist

Deadline for applications: May 5, 2017

Prerequisite:

_____ Qualify as at least a graduating High School Senior for 2017, or

_____ Qualify as an undergraduate attending college during the Fall 2017 semester.

Application Requirements:

_____ College Transcripts with courses and grade

_____ High School Transcripts or Report Card with courses and grade

_____ Current Resume

_____ Cover Letter explaining why you wish to be considered for the Summer Intern Program and an overview of career goals

_____ Tribal I.D. or C.D.I.B.