



## *Vice Chairman Reede's Tribal Government Internship Program*

### **Program**

The Vice Chairman's Tribal Government Internship Program brings together talented tribal member high school Seniors, current college students, and recent graduates. The intern will be placed in the Vice Chairman's Office. Throughout the eight (8) week program, which will run from **Monday, June 11-Friday, August 3, 2007**, the intern is provided with a full range of opportunities and experiences that will augment his/her academic profile. In addition to gaining experience within a Tribal government office, the intern will also participate in site visits to various Tribal government offices to discuss and see firsthand the various functions of those offices.

### **Purpose**

The purpose of the Vice Chairman's Tribal Government Internship Program is to provide opportunities for tribal member high school Seniors, current college students, and recent college graduates interested in public service to gain firsthand knowledge of the way in which a Tribal Government office operates on a daily basis, to observe the legislative process at the Council level, and to develop research skills related to public policy. The intern will perform a variety of tasks depending on the needs of the Vice Chairman's Office during the period of service and the particular interests and skills of the intern.

The basic internship program is divided into four components:

**A. Day-to-day operations** – designed to provide the intern with an understanding of the core functions of daily operation. Responsibilities include assisting full-time staff in responding to various constituent requests, assisting with information inquiries, updating computer records and drafting general correspondence.

**B. Observing the legislative process** – provides the intern with direct observational experience in the tribal legislative process. Responsibilities include attending Council and Committee meetings, briefings, assisting full-time staff in preparing summaries, and attending meetings related to specific issues.

**C. Research** - gives each intern the opportunity to sharpen research skills related to particular legislation or development of tribal public policy. Responsibilities include assisting full-time staff in developing detailed responses to constituent concerns, legislative issues and policy questions. The intern will be exposed to a variety of primary and secondary research sources, including the San Carlos Apache Tribal Resolutions, federal agencies and affiliated organizations.

**D. Individually assigned projects** - occasionally the intern will be given the opportunity to assist with a special project. The projects will vary according to the intern's interest and the needs of the office. The intern will be responsible for planning, implementing and successfully completing his or her project. The intern may be assigned a mentor drawn from the full-time staff.

### **Who Should Apply?**

- Tribally enrolled members who are current high school Seniors or college students and recent college graduates.
- Students ages 18 and older.
- Students with a grade point average of at least 3.0 or higher.
- Students who are interested in learning about the functioning of the Tribal government and have an interest in the following fields: tribal public policy, tribal law, Native American education, health, economic development, natural resource protection, etc.

### **Eligibility**

The internship is open to all majors of study. Regardless of one's field of study, a successful applicant will demonstrate the following:

- Strong research and writing skills;
- Organizational abilities and time management skills;
- Maturity and responsibility;
- An interest in learning how the tribal government really functions;
- A commitment to the local community;

- An awareness of issues and challenges that currently confront the San Carlos Apache community.

### **Agreement**

An intern must agree to the following:

- Complete the entire internship in the Vice Chairman's Office.
- Not to undertake or engage in additional employment for the entirety of the internship period.
- Conduct him/herself in a professional manner.
- Represent the ideals of the Office of the Vice Chairman and Vice Chairman Reede.

### **Stipend**

Once an intern is selected for the Vice Chairman's Office, he/she will be paid in bi-weekly increments. The intern may also be eligible for local mileage.

### **College Credit**

The intern may receive internship credit from his/her college. The intern must inquire with their college/university about this. However, the Vice Chairman's Office will provide necessary documentation if intern is allowed such credit.

\*Interns may only intern for a total of one (1) summer in the Vice Chairman's Office.\*

### **Deadline**

The deadline date for applying for the internship will be **Friday, June 1, 2007 at 4:30 pm.**

**Individuals interested in applying for an internship should mail, e-mail, or fax the application along with a resume and a brief cover letter (150 words) explaining why you want to intern for Vice Chairman Reede to [begay@scatvicechairmanreede.com](mailto:begay@scatvicechairmanreede.com) and or you may also call 475-2361 ext. 231.**