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***TUNICA BILOXI TRIBE OF LOUISIANA  
2022 YOUNG ADULT SUMMER INTERNSHIP PROGRAM ANNOUNCEMENT***

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The Tunica-Biloxi Tribe of Louisiana (“Tribe”) is pleased to announce the Tunica-Biloxi 2022 Young Adult Summer Internship Program. Through the program, students will be able to apply for summer internships within one of the many departments of the Tribe. Internships are available for both undergraduate and graduate students and all positions are paid. Positions are limited and applicants may be interviewed. **Please note**, due to the recent rise in COVID infections, this program may be postponed or suspended until next summer.

**Qualifications:** To qualify for consideration, the applicant must:

- A. Be an enrolled member of the Tunica-Biloxi Tribe of Louisiana; and
- B. Be between seventeen (17) and twenty-five (25) years of age; and
  - i. **Exception:** Students exceeding the twenty-five (25) years of age requirement, but are enrolled in a JD, Ph.D, advanced engineering, or advanced accounting/finance courses of study may be considered.
- C. Be either a graduating high school senior or currently enrolled in a post-secondary (college or trade school) course of study.
- D. Submit application by the **Closing Date:** Complete application packets will be accepted until the closing of business on June 24, 2022.

**REQUIRED INTERNSHIP APPLICATION PACKET MATERIAL:**

- General Internship Application.
- Cover letter stating their interests, qualifications, and the department you are interested in.
- Personal resume identifying your qualifications and experience relevant to the department you are applying for.
- Proof of Enrollment in a post-secondary course of study (Unofficial Transcript Optional)

To apply, interested candidates must submit their completed application packet to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**150 Melacon Rd.**  
**Marksville, La. 71351**  
or  
**HR@tunica.org**



# TUNICA-BILOXI TRIBE OF LOUISIANA GENERAL INTERNSHIP APPLICATION

Roll Number \_\_\_\_\_

Date \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Street

City

State

Zip Code

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

## AREAS of INTEREST or DEPARTMENT

Administration	Gift Shop	Land Management	Maintenance	Public Health & Sanitation
Education	Health	Language & Culture	Minor's Trust	Reception
Enrollment	Housing	Law Enforcement	Political Action Committee (PAC)	Recreation
Finance	Human Resources	Legal	Property Officer	Satellite Offices
				Social Services

## EDUCATION

High School \_\_\_\_\_ Location \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate? Yes No Subjects Studied \_\_\_\_\_

College \_\_\_\_\_ Location \_\_\_\_\_

Areas of study \_\_\_\_\_

Level: Freshman Sophomore Junior Senior Graduate Recent Graduate

If recent graduate, number of years attended \_\_\_\_\_ Degree Received \_\_\_\_\_

Business/Trade School \_\_\_\_\_ Location \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate? Yes No Subjects Studied \_\_\_\_\_

## GENERAL SKILLS & EXPERIENCE

### GENERAL

- Customer service
- Professional communication
- Filing/records management
- People management skills
- Research skills
- Budget management

### COMPUTER SKILLS

- Efficient typing capabilities
- MS Office
- SQL database management
- Internet
- Adobe Photoshop
- MS Publisher

### WRITING SKILLS

- Research
- Academic
- Press releases
- Proposals
- Grant writing
- Newsletters

### TECHNICAL

- Precision with tools
- Maintaining/repairing objects
- Operating/driving equipment
- Carpentry/lighting/audio
- First aid/incident response

Languages: Please indicate which languages you can read and/or speak

## GENERAL QUESTIONS

What are your long-term career goals?

What additional skills can you bring to the organization?

What skills do you wish to gain from your experience?

## CERTIFICATION

I hereby certify that, to the best of my knowledge, all the information contained in this internship application is true and correct. I am also aware that the Tunica-Biloxi Tribe of Louisiana may run a background check to verify my eligibility.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_