



The Kuskokwim Corporation
4300 B Street, Suite 405
Anchorage, AK 99503
907-243-2944

SUMMER INTERN PROGRAM: APPLICATION PACKET

PROGRAM DESCRIPTION / BACKGROUND

The Kuskokwim Corporation (TKC) is administering a Summer Intern Program for the summer 2024. There are currently two **(2) SUMMER INTERN POSITIONS OPEN UNTIL May 10th 2024.**

The Kuskokwim Corporation Summer Intern program provides TKC Shareholders with work experience and an opportunity to explore career options in the natural resources management, fisheries, and subsistence stewardship fields. The program is designed to promote shareholder hire and training opportunities. Internships are available through TKC, TKC subsidiaries or TKC partnerships.

Summer intern hours are flexible, depending upon projects and placement. The internship will last for 6 weeks, and be held in Aniak, TKC Villages, and various remote locations on the Kuskokwim River and tributaries. The pay scale is based on a competitive intern wage; the wage for interns depends on experience (D.O.E.).

WHO MAY APPLY

1. Applicants must be a TKC Shareholder.
2. To be eligible to apply for the summer intern program applicants must be a high school graduate or have a GED and be at least 18 years of age at the time their internship would begin.

APPLICATION PROCEDURES

Applicants may apply for an internship through the Foundations Department

1. Applicants must submit a completed summer intern application. Incomplete applications will not be reviewed. A complete application includes the following:
 - Cover Letter;
 - Summer intern application form (pages 4 through 5 of the 2024 summer intern application packet);
 - Updated resume;
 - Most recent high school or transcript, or GED Certificate

Refer to the “**APPLICATION CHECKLIST**” section on page 3 of this packet for a detailed description of what to include in each of these items.

2. All items listed in this section must be mailed, e-mailed, or delivered in person by May 10th, 2024

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REVIEW/SELECTION PROCESS

A Summer Intern Committee is responsible for selecting interns. The Committee considers all information and completeness of applications. Selection is a competitive process as if applying for employment. The Committee ranks each application in a variety of categories, including: completed application packet, cover letter, and interview.

SUMMER INTERN PROGRAM GUIDELINES

1. **COMMUNICATION** – Summer Interns must notify the Human Resources Manager immediately if there is a change to their mailing address.

2. **ORIENTATION** – All supervisors will provide orientation for Summer Interns during the first week of employment. The orientation will include the following:
 - an explanation of TKC policies to include work rules, proper work attire, attendance/punctuality requirements, etc.;
 - information on job assignments and all aspects of the tasks and expectations;
 - a review of the job description and performance evaluation criteria (the supervisor will conduct the performance evaluation);
 - discussion about the importance of participating in company meetings, events, and training conferences;
 - host site expectations;
 - introduction to co-workers and a tour of the facility; and
 - a contact person will be provided to the intern if they have any follow up questions.

Human Resources will also provide an orientation to the Summer Intern program, reviewing the program policies, guidelines and procedures.

9. **WORK SCHEDULE** – Interns hours can vary on a case-by-case base. The number of weeks and the specific dates a summer intern work will be determined on a case-by-case basis to accommodate the Interns academic calendar and the host site. TKC expects the intern to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on TKC. Typically not to exceed 8 weeks.

10. **PAY & BENEFITS** – The pay scale is based on a competitive intern wage. The wage for undergraduate and graduate students depends on experience (D.O.E.). Summer Interns do not qualify for benefits. One-time roundtrip airfare for Interns that must travel a long distance to their work location may be provided at the discretion of Human Resources Manager.

11. **MONITORING** – The manager of the department will be responsible for monitoring employment progress. Formal feedback will be given to the Intern over the summer. If performance falls below a satisfactory level, the Summer Intern will either be placed on probation or separated from the program. Interns are directly supervised by a staff member in the department they are interning in. The same job performance standards and time and attendance regulations that apply to “regular” employees also apply to Summer Interns. Summer Interns will receive a copy of the Employee Handbook upon hire.

13. **COMPLETION** – The Summer Intern has no obligation to return upon graduation to TKC, nor does TKC have an obligation to hire the Intern once he or she has graduated.

14. **EXCEPTIONS** – Exceptions to these policies may be justified and granted by the Intern Committee as needed.

APPLICATION CHECKLIST

Include the following information in your application in the order listed:

- A cover letter that explains:**
 - Why you are applying for a Summer Internship with TKC.
 - What your career goals are and how you plan to achieve them.
 - What you hope to gain or accomplish from your summer internship.
 - The area(s) that you are interested in working and why.

- Summer Intern application form (pages 4-5 of the 2024 Summer Intern application packet).**

Be sure to submit a complete form. If an area does not apply to you please fill in the blank with N/A (not applicable) to prevent your application from being scored lower. Be sure to sign the Summer Intern Pledge Sheet.

- Updated resume.**

- Proof that you are a TKC Shareholder**

2024 TKC
SUMMER INTERN APPLICATION FORM
SUMMER INTERN POSITIONS ARE OPEN UNTIL FILLED

GENERAL INFORMATION

Full Name: _____ Maiden or Birth Name: _____

Male Female Alaska Resident: Yes No

Mailing Address while in the Intern Program: _____ Apt. _____

City _____ State _____ Zip _____ Phone number(s): _____

Date of Birth: _____ Social Security Number: _____ Email: _____

HIGHSCHOOL / GED INFORMATION

Did you graduate from High School? Yes Date Graduated: _____ No

Did you get your GED? Yes Date Received: _____ No

School name: _____ City: _____ State: _____

LOCATION & AREAS OF INTEREST

Please identify the office location(s) and department(s) you are interested in serving:

Aniak/TKC Region **Anchorage** **California:** **South Carolina:** **Arizona:**

- | | | |
|---|--|--|
| <input type="checkbox"/> Natural Resources Management | <input type="checkbox"/> Biology | <input type="checkbox"/> Environmental Science |
| <input type="checkbox"/> Tribal Management | <input type="checkbox"/> Fisheries | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Rural Development | <input type="checkbox"/> Media Relations |
| <input type="checkbox"/> Risk Management/Safety | <input type="checkbox"/> Avionics | <input type="checkbox"/> Aviation |
| <input type="checkbox"/> Geology | <input type="checkbox"/> Lands | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Business | <input type="checkbox"/> Engineering | |

Other, Please Specify:

Location: _____

Area of Interest: _____

EMPLOYMENT INFORMATION

Please give the name and contact information of your previous employers, starting with your current or most recent:

Employer: _____

Job Title: _____ Phone: _____ Employment Dates: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer: _____

Job Title: _____ Phone: _____ Employment Dates: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer: _____

Job Title: _____ Phone: _____ Employment Dates: _____

Address: _____ City: _____ State: _____ Zip: _____

REFERENCES

Name:	Phone number:	Relationship:
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUMMER INTERN PLEDGE

I understand that the Summer Intern program is designed for interns to work for 6-8 weeks during the during the summer months. I understand that I may be placed in a different office location and department than what I listed above. I understand that if chosen as an intern, I will be a representative of TKC and must be professional and respectful while employed in the summer intern program.

Privacy Act and Paperwork Reduction Act Statement

1. The authority for solicitation of the information on this form is 25 U.S.C. 13 (42 Stat. 208) and P.L. 84-959 (70 Stat. 986) as amended by P.L. 88-230 (77 Stat. 471,25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefit.
3. The purpose of this information collection is to determine your eligibility for an TKC Intern Position.
4. The routine use of this information is by the TKC Intern Committee to evaluate your request and to assist in determining your place in our awards system.
5. Failure to provide requested information may result in a delay or denial in receiving an internship.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Applicant's Signature

Date