



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Program Intern

Pay Range: \$14.00-\$17.00 (*determined by credentials and experience*)

Classification: Non-Exempt

Internship Schedule: March 1-August 31, 2025, Part-Time; 20-30 hours/week (*flexible hours*)

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

Under direct supervision of the AIS PREP Director, the AIS PREP Program Intern will be involved with the AIS PREP Program, events, assist in outreach, and work closely with the PREP Director to advance the goals and mission of AIS.

Duties & Responsibilities:

- Assists in providing customer service to students and parents. Needs to have a basic knowledge of AIS and the PREP program.
- Assist in the planning, coordinating, promoting, and executing events and programs for AIS PREP.
- Assist in outreach and follow up with PREP students, parents and community members.
- Provides support for the program as well as the organization's daily operations.
- Assist with logistics of scheduling and communication.
- Assist in the ordering of supplies and consumables that follow AIS PREP policies/procedures.
- Attends all AIS Events, as needed.
- All other duties as assigned.

Knowledge, Skills and Abilities:

- Basic knowledge and respect of Native American/Alaska Native cultures and peoples.
- Basic knowledge and experience with Microsoft Office applications.
- Basic problem solving and critical thinking skills.

- Great verbal and electronic communication skills.
- Ability to work independently as well as collaboratively with other staff and community members.
- Ability to read, understand and carry out instructions in written and oral form.

Required Qualifications:

- Must be at least 18 years of age and have a high school diploma or equivalent.
- Current college student or recent college graduate; preferably in the STEM field.
- Prior experience working with diverse students preferred.
- Valid Driver’s License.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name