



# Afognak Native Corporation

3909 Arctic Boulevard, Suite 400  
Anchorage, Alaska 99503  
888-451-0068 \* 907-222-9500  
fax 907-222-9585  
[internships@afognak.com](mailto:internships@afognak.com)

## Year-Round Intern Positions Now Available!

Afognak Native Corporation (ANC) is pleased to announce that we are currently hiring two year-round interns. **Year-round Intern positions are open until filled.**

Year-round Interns are expected to work 20 hours a week while attending school full-time and to work 40 hours a week during breaks in school (winter, spring and summer). Interns work schedules will be adjusted each semester to accommodate their school schedule. Year-round Intern's can serve in one of the following departments: Accounting, Construction, Information Technology, Operations & Maintenance, Human Resources, Business Development, Lands, or Legal.

Students must maintain a grade point average of 2.0. Complete applications include a cover letter, intern application form, and resume.

## Request an Application Packet!

If you have questions regarding the year-round intern program, feel free to contact **Shauna Hegna** or **Katrina Nelson** at:

Toll Free Phone: (888) 451-0068  
Phone: (907) 222-9500  
Email: [internships@afognak.com](mailto:internships@afognak.com)

*"Individual Shareholders will have the skills and opportunities for personal success"*

## **INTERN PROGRAM: POLICIES, GUIDELINES AND PROCEDURES**

Afognak Native Corporation (ANC) is administering the Intern Program for the 2008-2009 year. **INTERN POSITIONS ARE OPEN UNTIL FILLED.**

### **PROGRAM DESCRIPTION / BACKGROUND**

Afognak recognizes that an intern experience can be a valuable experience to a student's educational development, and strongly recommends that students take advantage of these opportunities. The Afognak Intern program provides ANC Shareholders and Descendants that are going to school with work experience and an opportunity to explore career options. The program will be utilized to promote Shareholder hire.

### **WHO MAY APPLY**

1. Voting Afognak Native Corporation Shareholders and their lineal descendants as defined by the Alaska Native Claims Settlement Act (ANCSA) of 1971, including legally adopted children are eligible to apply to the intern program. (43 U.S.C.A. §1601).
2. Applicants must be an undergraduate or graduate college student enrolled full-time in a degree program.
3. *Qualified* employees who also meet all other requirements under "Who May Apply", are eligible.
4. To be eligible to apply for the intern program applicants must be a high school graduate or have a GED and be at least 18 years of age.

### **APPLICATION PROCEDURES**

1. Applicants may apply for an internship in the following departments: Accounting, Construction, Information Technology, Operations & Maintenance, Human Resources, Business Development, Lands, or Legal.
2. Each applicant must submit a completed Intern application packet. Incomplete application packets will not be reviewed. Please note that the Intern Program, HEP and CEO Scholarship Programs application processes are similar but that these are separate programs and require individual applications to be filled out for each one. *There are different deadlines for each program.*
3. A complete application packet includes the following:
  - a. Complete pages 1 – 4 of the Intern application form. If questions do not apply, applicant should write "N/A" (not applicable);
  - b. Most recent high school or college official transcript (whichever is applicable). Students may submit an unofficial (copy) transcript; however, an official transcript is required at the beginning of the intern program;
  - c. Applicants that are enrolled in college but have not yet started college classes must provide a letter of acceptance from his or her educational institution;
  - d. Cover letter;

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- e. Proof of eligibility:
    - i. If the applicant is an ANC shareholder, he or she must provide their own ANC shareholder identification number; or
    - ii. If the applicant is a descendant of a shareholder, provide the shareholder's identification number. If the applicant does not know the shareholder identification number the applicant may include a copy of the shareholder's birth certificate; and
  - f. Resume.
4. Applicants may contact ANC to ask for copies of their intern application, blank score sheet, blank rubric form, to contact the Intern Committee, or to make other inquiries.
5. APPLICATION PROCEDURES: All items listed in this section must be mailed, faxed, e-mailed or delivered in person to:
- Afognak Native Corporation  
Intern Program  
3909 Arctic Boulevard, Suite 400  
Anchorage, Alaska 99503  
internships@afognak.com  
Fax (907) 222-9585
6. An Intern applicant may also apply for Career Enhancement Opportunities (CEO) or Higher Education Program (HEP) funding during the same year.

### **REVIEW/SELECTION PROCESS**

An Intern Committee is responsible for selecting interns. Members of the Committee are named on the basis of their knowledge and interest in the educational and career development of Alaska Natives and familiarity with the opportunities available within ANC.

The Intern Committee considers all information and completeness of applications. Selection is a competitive process as if applying for employment. The Committee scores each application in a variety of categories:

- neatness of application packet;
- scholastic achievement;
- cover letter; and
- interview with the Intern Committee.

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