



## Summer Intern JOB DESCRIPTION

**POSITION:** Summer Intern  
**COMPANY:** Prairie Band, LLC and Subsidiary Companies  
**LOCATION:** Prairie Band Potawatomi Nation Reservation  
**STATUS:** Full Time / Temporary Position  
**TERM:** 4-8 Weeks (Flexible)

**JOB SUMMARY:** Responsible for completing the summer intern program with Prairie Band LLC, with the end goal of learning the functions of operating a Tribal Economic Development Holding Company with an emphasis in these 5 core competency areas: 1) Corporate Structure, 2) Operational Functions, 3) Business Development, 4) Tax & Legal Advantages, 5) Subsidiary Management.

### ESSENTIAL JOB FUNCTIONS:

- Able to communicate effectively with employees in the holding company structure
- Be a self-motivated individual with the ability to initiate and maintain a drive for learning
- Be able to professionally interact with the holding company management and employees
- Attend all assigned meetings and complete the required assignments and projects
- Adhere to company policies in an ethical manner

### CRITERIA:

- Must have an overall GPA of 2.50 or above
- Must be attending college or recently graduated with a Bachelor's degree or higher
- Must be able to successfully pass a pre-employment drug screening
- Business or Management related course of study, preferred

### PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

- Operate in mentally and physically stressful situations

### APPLICATION PROCESS:

All applicants must submit **a completed application**, (available at [prairiebandllc.com](http://prairiebandllc.com)) **resume**, and **transcripts** to the following address no later than May 18, 2018. Incomplete applications will not be accepted or considered.

**Mail**  
Prairie Band, LLC  
PO Box 159  
Mayetta, KS 66509

**or** **Email (PDFs)**  
[jobs@prairiebandllc.com](mailto:jobs@prairiebandllc.com)

*For Questions Call or Email*  
(785) 364-2328  
[jobs@prairiebandllc.com](mailto:jobs@prairiebandllc.com)

Prairie Band Propane is subject to Title 22: Employment Code of the Prairie Band Potawatomi Nation. In accordance with Title 22, this position is designated as a TIER 1 position. Preference will be given to individuals to the extent required pursuant to Section 22-2-4(B).