

Native American Internship Program and Application



Sponsored by Tepa & Travois 2018

The Tepa and Travois Native American Internship Program is designed to give students from Haskell Indian Nations University the opportunity for real world experience in a wide range of professional fields.

- Environmental Consulting & Engineering
- Technology and Geospatial Services
- Housing Development
- Economic Development
- Architecture and Construction Administration
- Housing Compliance
- 8(a) Federal Market Sector Contracting
- Communications and Marketing
- Business Development



Pictured above: 2016 & 2017 summer interns

Native American Internship Program with Haskell Indian Nations University

SUMMER PROGRAM

The Native American Internship Program is designed to give students from Haskell Indian Nations University (HINU) the opportunity for real-world experience in range of industries as follows:

Tepa

- Environmental Consulting & Engineering
- Technology and Geospatial Services
- Business Development and Marketing/Proposals
- 8(a) Federal Market Sector Contracting

Travois

- Housing Development
- Economic Development
- Architecture and Construction Administration
- Housing Compliance
- Communications and Marketing

Students eligible to apply for this internship should be in their undergraduate student focusing studies on Business, Finance, Marketing, Environmental Engineering, GIS, Urban Planning, Architecture and/or Law. Sophomores and juniors are preferred applicants, but seniors will be considered. HINU will screen and select all applicants and provide a recommendation to Tepa & Travois. The internship program is 12 weeks long beginning in May and ending in August. Only one position is available. Upon completion of the internship program, Tepa or Travois, at their discretion, may offer a position to remain at the company during the school year, or the intern may be considered for an entry level position in the future.

Tepa, LLC, an 8(a) tribally-owned company

Tepa, LLC, is a tribally-owned small business that serves as the management company for eight individual firms, collectively known as the Tepa Companies. Those eight firms offer construction, environmental and technology services to governmental and commercial clients across the country. Established in 2005 by the Paskenta Band of Nomlaki Indians, Tepa, LLC, provides common administrative services and executive leadership to the Tepa Companies, reducing client costs and improving project efficiency. The common business management services provided by Tepa include accounting, administration, estimating, business development, marketing support, human resources, proposal development, scheduling, safety, and quality control, training and professional development. As the management company for the Tepa Companies, Tepa, LLC, has guided the firms to more than a decade of exemplary project delivery. The Tepa Companies are located in California, Colorado, Georgia, Missouri and Texas.

Travois: Tribal Development Consultant

Founded in 1995, Travois is a mission-driven consulting firm focused exclusively on promoting housing and economic development for American Indian, Alaska Native and Native Hawaiian communities. Over the years, Travois has grown to include a family of companies providing a range of services to support our tribal clients in the development of affordable housing utilizing the Low Income Housing Tax Credit program. Our development team secures financing for projects, our design & construction team assists by providing architectural and construction related services during the building phase and our asset management and compliance team helps ensure housing projects stay in compliance with financing requirements during the compliance period. Our New Markets team expands our development services beyond housing to economic development opportunities, securing financing for large-scale commercial projects.

Job Description

As an intern, you will be splitting time between Tepa and Travois offices. At each office you'll be exposed to a variety of business units in both the public and private sectors. You will have the opportunity to work in one of the business units as described above, based on your skills and interests, or in supporting services such as finance, office management, marketing and communications. You will be working in incredibly fast-moving businesses and will have the opportunity to make valuable contributions.

Your responsibilities may include:

- Provide competitive research and analysis support.
- Assist with advertising and marketing promotional activities including conferences and trade shows, web design and printed material.
- Draft presentations and capability statements for various clients.
- Assist the Marketing Proposal Coordinator to meet federal proposal deadlines.
- Work with various databases.
- Attend field visits and client meetings.
- Assist in grant writing, advocacy or closing transactions for affordable housing projects.
- Prepare training manuals and materials.

Compensation

This program will pay a wage of \$15/hour. It is expected you will work 40 hours per week, Monday through Friday, during the entirety of the 12-week program. Tepa or Travois will pay you for federal holidays when you are assigned to that office. You are paid for the time you work, and no overtime is available. You will be required to log hours worked into each company's tracking system.

Lodging/Transportation

Tepa and Travois will provide financial assistance, a housing stipend of \$500/month, pro-rated, to supplement lodging and transportation costs for those who may need to commute or relocate to the Kansas City metro area. We will provide resources for temporary housing accommodations that are accessible to public transit options. It will be your responsibility to finalize and secure arrangements.

Additional Information

You will need to bring a driver's license/Social Security card or passport to the first day of work. Business casual dress is required at Tepa and Travois.





Selection Criteria

- Current student enrolled at HINU as a sophomore, junior or senior in an undergraduate program.
- Focus is in one or more of the following areas: Business, Finance, Marketing, Environmental Engineering, GIS, Urban Planning, Architecture and/or Law.

Application Process

1. Download instructions and application on the Travois website: travois.com/our-story/join-our-team/
2. Submit completed application to Janae Levier at Janae.Levier@Tepa.com.
3. Submit a brief cover letter and your resume with the above mentioned application.
4. Tepas and Travois will select 3-5 candidates from the applications and resumes submitted. If selected, you will participate in an in-person interview with representatives from Tepas and Travois.

Credit Hours

HINU will determine evaluation criteria and assess college credits in accordance with the School of Business program.

Program Evaluation

Tepas and Travois will provide HINU with an overall evaluation of the intern's performance within the 12-week program.

In turn, the intern will provide an exit interview to both Tepas, Travois and HINU for perspective on the overall program value and experience.

Questions/Contact

For more information about the program, contact Mary Stuckey, School of Business at mstuckey@haskell.edu. For more information regarding the Tepas, LLC family of companies, visit www.tepa.com or contact Katie Summy at Katie.Summy@tepa.com. For more information regarding Travois, visit www.travois.com or contact Ashley Bland at Ashley@travois.com.



Haskell Indian Nations University Internship Application



Deadline for application is ~~Feb. 21, 2018~~ extended to Wednesday, March 14. *All sections of application must be completed.

The following application is for an internship program with Tepas, LLC, and Travois for the Summer of 2018. It is for one, 12-week session from May – August.

Personal Data

Name (Last, First, Middle)		Nickname	
Maiden/Other Names			
Permanent Mailing Address		Apt/Unit	
City	State	Zip	
Email Address		Phone	
How did you hear about our internship program?			
Emergency Contact First & Last Name			
<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Other _____			
Street Address	City	State	Zip

Experience/Education and Skills

Current employment status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Not Employed
Current or most recent paid position held:			
Are you currently a full-time student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Level:	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior <input type="checkbox"/> Senior
Areas of study			

Areas of interest (check all that apply)

<input type="checkbox"/> Environmental Consulting	<input type="checkbox"/> Business Development	<input type="checkbox"/> Finance/Accounting
<input type="checkbox"/> Construction Management	<input type="checkbox"/> Marketing	<input type="checkbox"/> Communications
<input type="checkbox"/> Architecture	<input type="checkbox"/> Development	<input type="checkbox"/> Housing Compliance/Asset Management
Technology Services(GIS/Application Development)		

Personal Information

Why are you interested in an internship with our organizations?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:

As an Applicant, you agree to and understand the following:

1. You must provide proof of identity and authorization to work in the U.S. as required by the Immigration Reform and Control Act of 1986.
 2. You will be required to meet the minimum age requirements of applicable laws.
 3. The Company may conduct investigations including verification of prior employment history and education. By signing this application you hereby grant permission to any person, firm, or corporation to release to the Company or its representative any and all information regarding my past work or employment, and my background. I waive any and all claims I might have with respect to the providing of such information.
 4. I certify that the information provided in this Application is accurate. I understand that the withholding of information or the giving of false information on this application will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.
 5. I understand that nothing in this Application or in the Company's personnel guidelines, handbooks, policies or procedures is intended to create, or does create, an employment contract between the Company and me. I further understand and agree that if I am offered employment by the Company it will be on an at-will basis. This means that either the Company or I may terminate the employment relationship at any time for any reason, with or without cause. I understand and agree that only the Company CEO can enter into an agreement on any other terms and he or she can only do so in writing signed by him or her and the employee in question. Finally, I understand and agree that this constitutes the entire agreement between the Company and me with regard to this subject.
- If you have signed an employment agreement, confidentiality agreement or any other document with a prior employer that might restrict your activities if hired by Tepas, LLC or any other subsidiary to include: Komada, LLC, Tepas EC, LLC, Medvolt, LLC, Nomlaki Technologies, LLC, Tehama, LLC, Roundhouse PBN, LLC, Goshawk, LLC, Tukup Technologies, LLC, you must disclose this fact before a job offer is made. Failure to disclose such information is grounds for termination of your employment.

Applicant's Signature	Date