

Tribal Administrative Services, LLC

Job Title:	Intern	Job Category:	Administrative
Department/Group:	TAS Administration	Job Code/ Req#:	
Location:	Varies	Travel Required:	TBD
Level/Salary Range:	Unpaid	Position Type:	Part-Time
HR Contact:	Kellie J. Lewis	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
Applications Accepted By:			
E-mail: Kellie@talkjive.org		Application Requirements: Current Resume including 3 professional references Valid Driver's License	
Job Description			
<p>Position Overview:</p> <p>Under the direct supervision of the TalkJive CEO, incumbent is responsible for the following, including, but not limited to:</p> <ul style="list-style-type: none"> ➤ Answers company phones, filing duties, and maintain office cleanliness and appearance ➤ Ensures that the accurate gathering, maintenance and reporting of statistical and demographic information for TAS, LLC, and TalkJive Media ➤ Assists show producers with contacting and scheduling guests for scheduled programming ➤ Composes and processes outgoing correspondence, including letter, memos, reports, etc. ➤ Processes paperwork related to administrative support, such as Purchase Requisitions, Invoices for payment, travel documents, etc. ➤ Maintains confidentiality of all privileged information ➤ Performs other duties as assigned <p>Qualifications and Education Requirements</p> <p>Educational Requirements: <u>Minimum:</u> A high school diploma or GED from accredited institution; Preference given to current university students in curriculums requiring communication or business internships</p> <p>Experience Requirements: <u>Minimum:</u> Willing to consider all levels of experience</p> <p><i>*May combine Educational and Experience requirements to satisfy position description</i></p> <p>Other Minimum Requirements:</p> <ul style="list-style-type: none"> ➤ Must pass a Federal Bureau of Investigation background screening ➤ Must have a valid Oklahoma driver's license and have and maintain automobile insurance ➤ Must maintain confidentiality ➤ Proficient in operations of Macintosh, Macintosh applications, Microsoft applications including, but not limited to, Word, Excel, Outlook, Power Point, Internet Explorer, Publisher, etc. <p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> ➤ Skilled in the use of business communications (proper spelling/grammar) ➤ Skilled in the use of business arithmetic (accounting, etc.) 			

Tribal Administrative Services, LLC

- Ability to set aside personal relationships or differences to fulfill job responsibilities
- Ability to demonstrate strong organizational skills with the ability to prioritize
- Ability to establish and maintain professional relationships
- Ability to communicate effectively with co-workers, the general public, tribal members and other concerned parties
- Ability to foster team effort and cooperation with co-workers and supervisors in a professional manner
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to analyze situations and pursue appropriate courses of action
- Ability to be persuasive and tactful in controversial situations
- Ability to work under tight time constraints
- Ability to meet deadlines, adapt to changing priorities and work well under pressure
- Ability to effectively conduct research, analyze information and interpret data as needed
- Ability to lift at least 25 lbs.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	