

## Tribal Administrative Services, LLC

<b>Job Title:</b>	<b>Intern</b>	<b>Job Category:</b>	Media/Graphic Design
<b>Department/Group:</b>	TAS Administration	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Varies	<b>Travel Required:</b>	TBD
<b>Level/Salary Range:</b>	Unpaid	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Kellie J. Lewis	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>E-mail:</b> Kellie@talkjive.org		<b>Application Requirements:</b> Current Resume including 3 professional references Valid Driver's License	
<b>Job Description</b>			
<p><b>Position Overview:</b></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"> <li>➤ Assists in the creation and management e-commerce website and social media pages for online sales</li> <li>➤ Works with IT to update company-managed websites and social media regarding promotions</li> <li>➤ Assists to formulate and implement plans for sales of overstocked, special or clearance inventory</li> <li>➤ Assists in the creation of promotional materials for distribution via multimedia platforms</li> <li>➤ Answers company phones, filing duties, and maintain office cleanliness and appearance</li> <li>➤ Ensures that the accurate gathering, maintenance and reporting of statistical and demographic information for TAS, LLC, and TalkJive Media</li> <li>➤ Assists show producers with contacting and scheduling guests for scheduled programming</li> <li>➤ Composes and processes outgoing correspondence, including letter, memos, reports, etc.</li> <li>➤ Processes paperwork related to administrative support, such as Purchase Requisitions, Invoices for payment, travel documents, etc.</li> <li>➤ Maintains confidentiality of all privileged information</li> <li>➤ Performs other duties as assigned</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p><b>Educational Requirements:</b> <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><b>Experience Requirements:</b> <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><b>Other Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>➤ Must pass a Federal Bureau of Investigation background screening</li> <li>➤ Must have a valid Oklahoma driver's license and have and maintain automobile insurance, if applicable</li> <li>➤ Must maintain confidentiality</li> <li>➤ Proficient in operations of Macintosh, Macintosh applications, Microsoft applications including, but not</li> </ul>			

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limited to, Word, Excel, Outlook, Power Point, Internet Explorer, Publisher, etc.

### Knowledge, Skills & Abilities

- Skilled in the use of business communications (proper spelling/grammar)
- Skilled in the use of business arithmetic (accounting, etc.)
- 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:	