



**Denali Commission**  
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[www.denali.gov](http://www.denali.gov)

## **2006 Undergraduate/Graduate Internship Program Guidelines and Application**

**Applications Due by Friday, March 17, 2006**

### **Overview of the Denali Commission**

When the rest of America was laying railroad tracks and developing its energy and transportation systems, Alaska was still claimed by Russia. As such a young state, it has not yet developed the infrastructure needed to achieve economic sustainability and self-sufficiency. Senator Ted Stevens recognized Alaska's needs, envisioned a tool to address them, and proposed legislation to create that tool. With the Denali Commission Act of 1998, Congress signed into law an innovative federal-state partnership designed to provide critical utilities, infrastructure, and support for economic development in Alaska by delivering federal services in the most cost-effective manner possible. Since 1999, Congress has continued to appropriate funds to support the work of the Denali Commission.

What is the mission of this young organization, and what is it accomplishing in rural Alaska? One of its primary goals is to fund the development of rural infrastructure, with a strong emphasis on health clinics, bulk fuel tank farms, and power system upgrades. Since the Commission's inception, it has supported projects in over 150 communities and currently has work in progress in dozens of others. A second element of the Denali Commission's mission is developing a well-trained labor force. Working with the State of Alaska Department of Labor, the Commission created the Denali Training Fund, which has trained over 2500 rural residents in construction, operations, and maintenance careers. And finally, the third primary focus of the Denali Commission is partnering with tribal, federal, state, and local governments and working to improve the effectiveness and efficiency of government services. For more detailed information on the Denali Commission, please visit: [www.denali.gov](http://www.denali.gov)

### **Overview of the Commission's Internship Program**

The Commission is interested in bringing educational opportunities to Alaska students through its summer internship program. This 12-week paid program is intended to be a flexible learning experience that will include directed projects, research, and activities that support ongoing program functions. For the summer of 2006, the Denali Commission will be awarding several internships for undergraduate and graduate students. The focus of each internship is different, ranging from public health to community planning to database work. A detailed position description for each internship is available on the Commission's website, and applicants can indicate their preference for a particular position. (Please note that some of the advertised positions may not be filled.) Applicants for every internship need to be self-motivated and highly productive with excellent skills in communication, computer use, and writing. Alaska residents are preferred, and Alaska Natives are encouraged to apply.

### **Intern program details**

**Hourly pay:** All interns currently completing undergraduate studies will receive \$10 per hour for their intern work. Interns currently pursuing graduate studies will receive \$15 per hour. Interns will be temporary employees and will not be eligible for benefits. Continued employment beyond the internship is not implied.

**Work schedule:** Interns will be expected to work 8 hours a day, 40 hours per week with no overtime. In the case of travel to rural Alaska, the work schedule for that week will need to be flexible.

**Academic credit:** Interns may coordinate with their academic advisor and their internship supervisor to arrange college credit for the experience.

**Work location:** The location of each internship is described in its position description.

**Transportation and housing:** This internship program does not provide support for housing or other benefits.

**Internship start date:** The beginning of each internship will be based upon the intern's academic schedule and the needs of the host organization, but interns will generally start work in May.

**Process of acceptance and timeline of notification:** Completed applications must be received at the Denali Commission offices by 5pm on **Friday, March 17, 2006**. Applications will be reviewed by a team comprised of Commission staff and program partners, who will be considering the following criteria: personal essays; letters of recommendation; strength of academic background; academic, professional, or personal involvement with rural Alaska and Denali Commission themes; and writing, communications, and computer skills. Successful applicants will be notified the week of April 3<sup>rd</sup>.

### **Application materials**

A completed application packet requires the following materials:

1. The Denali Commission **internship application**, including two personal essays.
2. A copy of your **current 1-page resume**, including educational and employment history, honors and awards, volunteer and community activities, and computer knowledge.
3. A copy of your **college transcripts** (unofficial or copied transcripts are acceptable).
4. Two **letters of recommendation** addressing your candidacy for an internship.
  - One letter should be from a teacher or academic advisor at your university
  - The other letter should be from someone who can speak to your motivation and direction in your field of interest

**All application materials must be submitted by 5pm on Friday, March 17 to the Denali Commission offices at 510 L Street, Suite 410; Anchorage, AK 99501; Attn Rayna Swanson**



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## 2006 Undergraduate/Graduate Internship Program Application

Completed applications are due no later than Friday, March 17, 2006!

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### Personal information:

Name: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Permanent address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you an Alaska resident? \_\_\_\_\_ How did you hear about this opportunity? \_\_\_\_\_

\_\_\_\_\_

Please indicate your preference for an intern assignment:

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_

Please indicate your desired timeframe for a 12-week internship: \_\_\_\_\_

Please indicate your current educational status:

\_\_\_ Undergraduate: Institution \_\_\_\_\_

\_\_\_ Graduate: Institution: \_\_\_\_\_

### Explanation of skills, interests, and goals

Please include typed summaries (each to be 500 words maximum) on the following topics:

1. What are your areas of interest and your skills? How have your past experiences prepared you for an internship? What activities are you qualified to perform?
2. What are your personal, educational, or career goals? What kinds of experiences would you like to gain during your internship to further your pursuit of these goals?

**References:**

Please list three personal or professional references:

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Statement of certification:**

I, \_\_\_\_\_, attest that the information I have provided and that is included in this application is true, correct and complete. I understand that in order to participate in this program it may be required that I obtain my own transportation and housing in Anchorage. If so, this is at no expense to the Denali Commission.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Additional materials required:**

Please be sure you have included

- A copy of your **resume**,
- A copy of your **college transcripts**, and
- **Two letters of recommendation.**

**Applications and other required materials are due  
by Friday, March 17, 2006**

For further information, please contact Rayna Swanson, Intern Coordinator, (907) 271-4990;  
[rswanson@denali.gov](mailto:rswanson@denali.gov)