



PAID INTERNSHIP ANNOUNCEMENT: Student Success Center Intern

HOURS & ELIGIBILITY

This internship will be 15 hours per week, for approximately 12 weeks (or 180 hours) at a rate of \$10 \ per hour. The student intern is limited to one semester (or equivalent period) of eligibility. The Student Success Center Intern will likely earn 2-4 weeks of eligibility in the Fall of 2017, and the remaining weeks of eligibility will be earned in the Spring of 2018.

Eligible students must be degree-seeking, have satisfactory academic progress as defined in BMCC's student handbook (cumulative GPA of 2.0 & successful completion of 67% of credits attempted at BMCC on a cumulative basis), must be enrolled in at least 6 credits, have attendance of 70% or higher in all classes.

DUTIES

The Student Success Center Intern is a leadership and administrative opportunity in which the student will provide general administrative and project support for staff members. The intern will be responsible for greeting, assisting, and providing information to students, as well as interact with staff and faculty. The intern will assist with success seminars, college events, and club activities; assist in career placement activities, resume writing, and interview skills; new student orientation and campus tours; and various data entry, reports, publishing, and communication efforts.

REQUIREMENTS

The ideal intern would have excellent communication and organizational skills, computer application skills to include Microsoft Office and Moodle, and working knowledge or the ability to learn office equipment such as fax machine, copiers, and printers. The intern must have a respect for the confidentiality of all information received.

FIELD OF STUDY

The internship is OPEN TO ALL eligible students, but would benefit those from BMCC programs such as Education, Office Administration, Computer Applications, General Studies, and Business Administration. This internship would be helpful in a variety of careers such as project management, educational leadership, and office assistant.

APPLY

Interested students can obtain the BMCC INTERNSHIP APPLICATION at www.bmcc.edu under the student services tab, at the Student Success Center, or BMCC Human Resources Department. Please submit the completed application AND a resume with cover letter to Stacey Walden, Human Resources Director, Bay Mills Community College, at swalden@bmcc.edu.

Application deadline is **November 13, 2017.**