



## BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

<b>Position:</b>	Administrative Assistant to the Tribal Manager
<b>Location:</b>	BMIC Tribal Offices Bay Mills, Michigan
<b>Supervisor:</b>	Tribal Manager (Albert Bertram)
<b>FLSA Status:</b>	Non-Exempt
<b>Hours:</b>	15 hours per week, MAXIMUM
<b>Duration:</b>	Approximately 12 weeks (or 180 hours earned)
<b>Pay Rate:</b>	\$10 per hour

### **Project Success Paid Internship Eligibility Requirements**

- Must be a degree-seeking student at Bay Mills Community College.
- Must have Satisfactory Academic Progress as defined in BMCC's Student Handbook:
  - Grade Point Average of 2.0 (cumulative)
  - Successful completion of 67% of credits attempted at BMCC on a cumulative basis.
- Must be enrolled in at least 6 credits in the semester the paid internship will be awarded.
- Must have attendance of 70% or higher in all classes.
- Eligibility will be limited to 180 hours earned.

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.*

### **Internship Summary:**

The Administrative Assistant to the Tribal Administrator gives a student intern the opportunity to learn about financial analysis, budgeting, and data entry. The intern will experience daily office operations through hands-on experience and what it is like to work in an office setting. The intern may potentially have the opportunity to work with other Tribal departments depending on field of study, interests, and career goals.

The intern will also be required to attend training sponsored by the employer site, as well as by Bay Mills Community College, including the new employee safety series and Title IX requirements for students.

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### **Essential Duties and Responsibilities:**

- Perform basic office duties such as answering and directing telephone calls, assisting guests, correspondence, and maintaining both electronic and physical files.
- Use Microsoft Excel Spreadsheets for template building, data entry, problem solving, and formulas.
- Examine financial analysis through experience and discussion.
- Willing to work with various departments.
- Communicate well with other personnel.

### **Required Knowledge, Skills, and Abilities:**

- Excellent communication and organizational skills required.
- Excellent guest service skills required.
- Excellent computer application skills to include Microsoft Office and Moodle.
- Working knowledge or ability to learn office equipment such as fax machine, copiers, and printers.
- Respect for the confidentiality of all information received.
- Demonstrated personal integrity, sound judgement, and dependability.
- Professional demeanor while representing BMCC.

### **Preferred Degree or Academic Program of Study \ Career Development Options:**

- BMCC Programs: Computer Information Systems, Office Administration, Business Administration
- Career Development: This internship offers experience in administrative and managerial positions as well as budget and data entry.

### **To Apply:**

Interested students must submit a cover letter and resume, along with a completed application that can be obtained at [www.bmcc.edu](http://www.bmcc.edu); or by visiting the Student Success Center or the BMCC Human Resources Office.

It is **REQUIRED** that students visit the Student Success Center for a **Resume & Cover Letter Review**, **PRIOR** to submitting the application to the Human Resources Department. Students who do not have a current resume or cover letter can get assistance creating those documents by making an appointment with the Student Success Center (248-8456). Mock interviews are also available for students. All of those services are free to students.

Application deadline: open until filled.

Submit applications to [swalden@bmcc.edu](mailto:swalden@bmcc.edu) or in person at the Human Resources Office in the Administration Building.