



BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

Position:	BMIC Human Resources Intern
Location:	Bay Mills Indian Community HR Department Bay Mills, Michigan
Supervisor:	Human Resources Director
FLSA Status:	Non-Exempt
Hours:	15 hours per week, MAXIMUM
Duration:	Approximately 12 weeks (or 180 hours earned)
Pay Rate:	\$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.

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 intern will learn all phases of the employee life-cycle by carrying out supportive administrative tasks related to job analysis, recruitment and selection, compensation and benefits, training and development, performance management, and succession/separation. The position offers the intern to gain in-depth knowledge of the theory, implementation, and application of personnel policies and procedures for a mid-size, multi-faceted organization, through hands-on learning. The intern will learn how to perform various levels of background investigations such as key employees checks, driving record checks, and gaming license eligibility.

This position may require the intern to undergo a background investigation to confirm the legal and character standards set by the internship location site. The intern will also be required to attend training sponsored by the internship location site, as well as by Bay Mills Community College, including the new employee safety series and Title IX requirements for students.

Essential Duties and Responsibilities:

- Perform basic office duties such as answering and directing telephone calls, assisting guests, correspondence, maintaining electronic and physical files, and data entry.
- Creating and encoding employee identification badges and issuing uniforms.
- Assist with implementing employee reward & recognition program.
- Assist with scheduling and organizing interviews, training events and other meetings.
- Shadow HR Generalists throughout the orientation process including the completion of new hire paperwork completion, performing informational presentations, and facilitating new employee training.
- Maintain standards of confidentiality and privacy as set by the policies of the Bay Mills Indian Community.

Required Knowledge, Skills, and Abilities:

- Excellent communication and organizational skills required.
- Excellent guest service skills required.
- Excellent computer application skills to include Microsoft Office.
- 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: Office Administration and Business Administration.
- Career Development: This internship offers experience in administrative positions and Human Resources.

To Apply:

Interested students must submit a cover letter and resume, along with a completed application that can be obtained at 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 or in person at the Bay Mills Community College Human Resources Office in the Administration Building.