



BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

Position:	History Department Intern
Location:	Bay Mills History Department Armella B. Parker Center, 12485 W. Lakeshore Drive, Bay Mills, Michigan
Supervisor:	THPO \ Historian for BMIC (Paula Carrick)
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:

This internship opportunity offers students basic office experience as well as a look into history and organization of the Bay Mills Indian Community, Native American history and teachings, and about various artifacts and their uses. This unique position teaches the intern to use various software programs, research historical information, and visit various sites. This position requires the intern have a friendly, outgoing personality and can greet elder's and guests with respect.

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 and clerical duties as necessary such as answering and directing telephone calls, assisting guests, filing, etc.
- Travel to sites for experience opportunities.
- Attend meetings and/or workshops.
- Research historical Bay Mills information including photos and archives.
- Research and protect sacred sites. Assist the historian on site walk-throughs when called for.
- Assist with public genealogy and entry of information in Family Tree Maker.
- Create displays of artifacts throughout the community.
- Update a Bay Mills Veteran's Wall of photos in the History Department.

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, Education, Native American Studies
- Career Development: This internship offers experience in Native American history, research, and development.

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 Human Resources Office in the Administration Building.