

**NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING:**



# **Student Success Center Intern**

**BMCC Project Success Internship Program: \$10 per hour; 15 hours per week**

## **Essential Duties and Responsibilities**

- Assist with support services, such as laptop & calculator lending program.
- Assist with career opportunity placement, resume writing, and interview skills.
- Conduct campus tours for new students, schools, classes, or campus guests.
- Assist with New Student Orientation, Student Success Center events, success seminars, college events, and club activities.
- Assists in the preparation of various forms and reports, data entry, and the creation of flyers.

***Full position description is available for viewing at [www.bmcc.edu](http://www.bmcc.edu) or at BMCC Human Resources Dept.***

## **Project Success Internship Program Eligibility Requirements**

Must be a degree-seeking student at Bay Mills Community College, with 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 and have attendance of 70% or higher in all classes.

## **To Apply**

Project Success Internship Applications are available at [www.bmcc.edu](http://www.bmcc.edu) or at the Human Resources Office. Interested students should submit a cover letter and resume, along with their completed application. Submit application to [swalden@bmcc.edu](mailto:swalden@bmcc.edu) or in person at the Human Resources Office or the Financial Aid Office.

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 is Open Until Filled***