



## BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

<b>Position:</b>	Grants Assistant Intern
<b>Location:</b>	Boys & Girls Club of Bay Mills Bay Mills, Michigan
<b>Supervisor:</b>	B & G Club Unit Directors
<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 Grant Assistant Intern will gain experience in grant development and administration. In this position, the intern will be expected to work with children in small group and large group settings. This position will allow the intern to develop leadership, communication, and grant management skills.

This position requires 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:**

- Ability to work with children ages 5-17 individually or in small or large groups in a variety of settings.
- Assist with administrative and program duties of various grant awards.
- Assist with completion of forms and documentations as required by awarded grants.
- Research grant opportunities.
- Carry out expectations and requirements of grants.
- Assist in club recruitment activities.

### **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:** Business Administration
- **Career Development:** This internship will give students a base knowledge in working with grants to include grant writing, grant proposals, the development of grants, compliance components of grants, and all phases of grant reporting.

### **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.