



BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

Position:	Health & Fitness Intern
Location:	Mukwa Health & Fitness Center Spectacle Lake Road, Bay Mills, Michigan
Supervisor:	Mukwa Health & Fitness Center 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:

This internship opportunity offers experience of daily operations in the field of fitness. The student will have the opportunity to work with clients to familiarize them with area, equipment, and policies and procedures. This position requires the student have full motor movements, the ability to lift 50 pounds, and work with others to lift and/or move equipment in excess of 200 pounds or more to ensure the highest level of safety for the intern and the fitness center guests.

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, and maintaining both electronic and physical files.
- Assist guests with membership services and enrollment.
- Learn and uphold the policies and procedures of the Mukwa Health & Fitness Center.
- Assist with program planning and implementation including assistance with set-up and clean-up of activities.
- Assist personnel when necessary.
- Assist with marketing efforts.
- Complete light equipment management.
- Attend and participate in training opportunities and meetings.

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: Health & Fitness, Health Science, Paramedic \ EMT
- Career Development: This position offers experience in basic office duties, health, fitness & wellness, and familiarity of proper use of equipment.

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 is **February 1, 2018 at 4:30 p.m.**

Submit applications to swalden@bmcc.edu or in person at the Human Resources Office in the Administration Building.