



## BMCC PAID INTERNSHIP LISTING FOR SPRING 2019:

Interns may work up to 20 hours per week (MAXIMUM) and will be paid at \$10 per hour. To be eligible for the program, interns must be a degree-seeking student at BMCC with Satisfactory Academic Progress, current enrollment of 6 credits or more, and not less than 70% attendance in ALL courses.

### **Accepting applications and resumes now!**

Seek additional information and learn how to apply by contacting **Stacey Walden** ([swalden@bmcc.edu](mailto:swalden@bmcc.edu) or 906 248-3354), **Karen Carrick** ([kcarrick@bmcc.edu](mailto:kcarrick@bmcc.edu) or 906 248-8465) or stop by HR offices on the 2<sup>nd</sup> floor of the Mickey Parish Administration Center (new building).

### **Administrative Intern (to the Tribal Manager), Bay Mills Indian Community, Brimley, Michigan:**

The Administrative Intern to the Tribal Manager will learn about daily office operations through hands-on experience and learn what it is like to work in an office setting. The intern may potentially have the opportunity to work with other Tribal departments depending on field of study, interests, and career goals. The intern will learn about managerial functions. *Preferred Educational Program: Computer Information Systems, Office Administration, Business Administration.*

### **Higher Education Administrative Intern, Bay Mills Indian Community, Brimley, Michigan:**

The Higher Education Administrative Intern is located at the Tribal Offices of Bay Mills Indian Community. The intern will experience daily office operations through hands-on experience and learn what it is like to work in an office setting. The intern will learn about managerial functions. *Preferred Educational Program: Computer Information Systems, Office Administration, Business Administration.*

### **Administrative Assistant Intern (to the Chief Financial Officer), Bay Mills Indian Community, Brimley, Michigan:**

The Administrative Intern will learn about financial analysis, budgeting, and data entry. The intern will experience daily office operations through hands-on experience and learn what it is like to work within an Accounting office setting. The intern may potentially have the opportunity to work with other Tribal departments depending on field of study, interests, and career goals. The intern will learn about managerial functions. *Preferred Educational Program: Computer Information Systems, Office Administration, Business Administration.*

### **IT Intern, Bay Mills IT Department, Brimley:**

The IT Department Intern will receive hands-on training in all aspects of the Information Technology field. Students will resolve entry-level helpdesk issues, be exposed to daily interactions in a professional environment, and will learn how to problem solve to ensure the institution continues to function while serving the student body. *Preferred Educational Program: Computer Information Systems.*

**Food Systems Intern, Bay Mills Community Health Department, Brimley:**

The Food Systems Technician Intern will work directly with the BALAC Grant Coordinator to increase access to local sustainably grown food. The intern will learn valuable skills in developing, implementing, and evaluating programs related to growing, harvesting, preserving, and selling local and traditional foods. Through exposure to community development aimed at increasing access to local & traditional foods, the intern will assist in creating a food hub in the Eastern Upper Peninsula with the new market pavilion. The intern will learn traditional practices of gardening and food production. *Preferred Educational Program: Natural Sciences, Health & Fitness \ Health Sciences, Native American Studies, Education, Social Sciences, General Studies, or Education.*

**Human Resources Intern, Bay Mills Indian Community, Brimley, Michigan:**

The intern will learn all phases of the employee life-cycle by carrying out supportive administrative tasks. The intern will gain in-depth knowledge of the theory, implementation, and application of personnel policies and procedures for a mid-size, multi-faceted governmental & enterprise 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. *Preferred Educational Program: Office Administration, Business Administration, Computer Information Systems.*

**Waishkey Bay Farms Intern, Bay Mills Community College:**

The Farm Intern will learn and apply indigenous and organic agricultural techniques, as well as, all natural care of crops and livestock. The intern will also assist the Farm Manager with program scheduling, record keeping, promotion of events through social media and community outreach. *Preferred Educational Program: Natural Sciences, Native American Studies, or General Studies.*

**Administrative Intern to the Charter Schools Office, Bay Mills Community College:**

This intern will provide administrative assistance to the Administrators and Specialists in Charter Schools Office in performance of their executive functions. The internship will require a high degree of discretion and confidentiality, attention to detail, and excellent organizational skills. *Preferred Educational Program: Education, Computer Information Systems, Office Administration, Business Administration.*