



BMCC STUDENT EMPLOYMENT APPLICATION
EMPLOYMENT \ PROJECT SUCCESS INTERNSHIP \ FEDERAL WORK STUDY

Full Name: _____

Position\Program Applying For: _____

Phone: (____) _____ text call Email: _____

Mailing Address: _____ City, State, & Zip: _____

Current GPA: _____ Major\Program of Study: _____

Grade Level: Freshman Sophomore Credits earned to date: _____

ELIGIBILITY CRITERIA

Project Success Internship Program:

To be eligible, student must be degree-seeking, meet and maintain Satisfactory Academic Progress, maintain part-time enrollment (6 credits per semester), and maintain 70% attendance in all courses.

Federal Work Study:

To be eligible, student must meet Financial Aid Criteria and maintain 70% attendance in all courses

All other student employment opportunities:

To be eligible, student must maintain part-time enrollment (6 credits per semester), and maintain 70% attendance in all courses.

COVER LETTER & RESUME REQUIREMENT

Each applicant should submit a cover letter and resume with this application. The cover letter should highlight your educational focus, provide an overview of your skills, and explain your professional goals. Your professional resume should contain your objective, work experience, education, skills, and references.

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.

APPLICANT CERTIFICATION

By certifying this application with my signature, I state that I understand all student employment opportunities at BMCC have eligibility criteria that I must meet for initial and continued employment in the program. I understand that the number of hours I can work and the gross amount of wages I can earn will be limited by the funding program. I understand that BMCC will be my employer of record.

I further understand I may be asked to give a separate consent criminal background investigation to be completed and that my eligibility for employment in certain jobs will be dependent on a meeting certain criteria.

Signature

Date

TO COMPLETE YOUR SUBMISSION

Submit this application, your cover letter, your resume or other required materials, before any posted deadlines, to:

BMCC Human Resources Department
ATT: Stacey Walden, HR Director
12214 W. Lakeshore Drive
Brimley, MI 49715
swalden@bmcc.edu

Bay Mills Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, height, weight, or handicap.

In accordance with the Clery Act, Bay Mills Community College's annual security and fire safety report is available at the front desk in the Administration Building or the Human Resources Department upon request. This document provides information about reporting emergencies and crimes, emergency response and preparedness, timely warnings, and crime statistics for the last three years.

For financial aid use only:

Financial Aid Information:

Is this student eligible for a Federal Work Study Position: YES NO

Reviewed by: _____



Student Employment Options

Federal Work Study

- Eligibility Criteria: must maintain half-time enrollment (6 credits), 70% attendance record, & have been awarded Federal Work Study in financial aid award for current academic year.
- Compensation: \$10 per hour, maximum of 20 hours per week, and will be exempt from FICA & Medicare withholding. Student employees are not eligible for benefits.
- Jobs typically available through Federal Work Study: Library Assistant, Administrative Assistant (Academics & Administration), Boys & Girls Club Power Hour

Project Success Paid Internships

- Eligibility Criteria: must be a degree-seeking student, maintain half-time enrollment (6 credits), 70% attendance record, have satisfactory academic progress (SAP) as defined at BMCC (Minimum GPA of 2.0 & Minimum Course Completion Rate of 67%)
- Compensation: \$10 per hour, maximum of 20 hours per week, maximum hours of 360 over the program period.
- Internships typically available: Student Success Center, BMIC Judicial Services, BMIC History Department, BMIC Grants Office Assistant, Ojibwe Charter School, various community Head Start locations, Boys & Girls Club, and many BMCC departments including the Student Success Center, Mukwa Fitness Center, IT Department, Academics Affairs offices, Library

Other Student Employment

- Eligibility Criteria: must maintain half-time enrollment (6 credits) and 70% attendance record.
- Compensation: \$10 per hour, maximum of 20 hours per week, and may be exempt from FICA & Medicare withholding. Student employees are not eligible for benefits.
- Jobs typically available: PC Technician, Research Assistant (Science Department), Health & Fitness Center Staff, TRiO Assistant

Recruitment & Job Announcements

Positions will be posted on the bmcc.edu website under student services tab, under job opportunities. Positions will also be posted on campus in various public and classroom areas. To apply, students MUST submit the following to BMCC Human Resources:

1. A completed Student Employment Application (available on the bmcc.edu website, at the Student Success Center, or in Human Resources)
2. A resume & cover letter. Students may visit the Student Success Center, free of charge, for assistance with building a resume and cover letter.

Contact Stacey Walden for more information: swalden@bmcc.edu, 248-8426, or stop by the HR office in the New Administration Building (in the President's Suite, top floor).