Outstanding Results 2012-2013

- Career Services successfully extended its Employer Partnership Program with:
  
  **Platinum Partner:** KSVI/KHMT  
  **Gold Partners:** Billings Clinic, Yellowstone Boys & Girls Ranch and EideBailly  
  **Silver Partners:** KPMG and Wells Fargo

The Employer Partnership Program funded a Student Advocate Scholarship for:  
Ashlee Rangitsch, HS/CJ major

- Recognized for their outstanding internship contributions, the Cooperative Education Student Interns of the Year included:
  
  Tia Robinette, Human Services  
  Patrick Mueller, Art  
  Matthew Wallila, Business Admin  
  Rob Hutchinson, Diesel Tech

Bob Durden, Intern Supervisor  
Yellowstone Art Museum:

"The Co-Op Ed partnership with MSUB has been thoughtful and constructive. Attention from the University and the faculty advisor have ensured a positive and meaningful outcome for our institution, and hopefully, for our student intern. Goals, expectations and responsibilities were clearly defined from the outset, and we appreciate the professionalism of the University staff, faculty, and students whom we serve."

- **Student Employee of the Year** was Jin Hyung Lee, nominated by MSUB Office of International Studies.

- Career Services supported the transition of College of Technology to City College with increased staffing and stronger relationships with faculty.

- Career Services participated in the Issksiniip Project that funds scholarships for Blackfeet and other Native American students seeking careers in healthcare.

Career Services  
careers@msubillings.edu  
406.657.2168  
www.msubillings.edu/careers

Vision:

Career Services will be recognized as a leader in providing excellent, innovative, and comprehensive career, internship & employment services to campus and community.

Mission:

To equip all students to manage their careers  
To promote faculty involvement in students’ career success  
To connect employers with a quality workforce
### University Campus

#### Career Counseling & Job Search

**Client Contacts***
- Counseling Appointments: 379
- Résumé critiques: 827
- Faculty contacts: 10
- Career presentations: 87
  - Participants: 1,660
- New Student tours: 86
  - Participants: 247
  - Total participants*: 3,123

**Cooperative Education**

**Client Contacts***
- Faculty contacts: 15
- Individual employers visited: 30
- Student appointments: 282
  - Total participants*: 327

**Internships**

- Students registered (unduplicated): 241
- Faculty supervisors (unduplicated): 48
- Faculty stipends @ $40/cr.: $23,400
- Average paid student salary: $12.38

**Participants**
- Jobs offered to Interns: 82
- Credits earned:
  - Undergraduate: 760
  - Graduate: 167
- FTE generated (estimated):
  - Undergraduate: 51
  - Graduate: 14
- New/Updated internship postings: 397

**Credential File Service**

**Registrants, New & Updated**
- Total files new and updated: 8

**Sets of Credentials Mailed**
- Total files sent: 44

**CareerLink**

- New student accounts: 1,120
- Total active students: 3,307
- Businesses registered: 2,879
- Contacts registered: 1,340
- Employer views of student profiles: 816
- Full-time jobs posted: 1,780
- Part-time jobs posted: 206
- Total active jobs: 3,718

**Web Hits**: 15,690

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**University Campus**

**Employer Recruitment: occurs Sept.—April**

<table>
<thead>
<tr>
<th>Events</th>
<th>6</th>
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<tbody>
<tr>
<td>Companies interviewing</td>
<td>148</td>
</tr>
<tr>
<td><strong>Students participating</strong></td>
<td>87</td>
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<tr>
<td>Interviews, Ask an Exec and Info Tables</td>
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<tr>
<td>Companies recruiting 29</td>
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<tr>
<td>Students participating AaE, IT 196</td>
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<tr>
<td>Students interviewing 10</td>
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<td>Employer Panels 1</td>
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<tr>
<td>Employers attending 4</td>
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<tr>
<td>Students participants 2</td>
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<tr>
<td>Total Student participants*: 295</td>
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<tr>
<td>Total Employer participants*: 181</td>
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Individual employers visited 81

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**Job Location & Development**

Individual employers visited 15

JLD jobs posted in *CareerLink* 386

Students employed in JLD jobs 123

Average hourly salary $10.57

Total potential salary generated $507,486

**Community Service Work-Study Program**

Federal program places qualified students in non-profit agencies, paying 70% of student wage. America Reads pays 100% of tutor wage.

Students employed 123

Participating agencies 42

Positions posted in *CareerLink* 53

CSWS employer site visits 9

**On-Campus Work-Study Program**

Students employed 356

Positions posted in *CareerLink* 32

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**City College Campus**

#### Career Counseling & Job Search

**Client Contacts***
- Counseling appointments: 131
- Résumé critiques: 237
- Faculty contacts: 9
- Career presentations: 55
- Participants: 1,013
  - Total participants*: 1,390

**Employer Recruitment: occurs Sept.—April**

<table>
<thead>
<tr>
<th>Events</th>
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<tbody>
<tr>
<td>Companies interviewing</td>
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<tr>
<td><strong>Students participating</strong></td>
<td>111</td>
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<tr>
<td>Interviews, Ask an Exec and Info Tables</td>
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<tr>
<td>Companies recruiting 22</td>
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<tr>
<td>Students participating AaE, IT 123</td>
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<td>Students interviewing 0</td>
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<tr>
<td>Employer Panels 1</td>
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<tr>
<td>Employers attending 5</td>
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<tr>
<td>Students participants 20</td>
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<tr>
<td>Total Student participants*: 254</td>
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<tr>
<td>Total Employer participants*: 66</td>
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</tbody>
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*Some clients receive multiple services and are duplicated individuals.*

**Student participation number is not accurate due to new event venue.*