



## Career Services Student Advocate Benefits and Requirements

### Did you know?

#### Benefits:

1. \$500 scholarships awarded to 1-2 outstanding CSSA members each year.
  - CSSA members must complete the annual general MSU Billings Scholarship applications to be considered. Scholarships will be awarded to active Advocates who show dedication and enthusiasm to the CSSA program, as well as the University. (Deadline, February 1.)
2. Food & Fun!
  - Advocates meet once a month to eat, have fun, discuss career strategies, and plan upcoming Career Services events. CSSA members attend meetings and activities to get to know one another and network with other members.
3. Free CSSA shirt!
4. 66% of all jobs are obtained through networking! Get 1:1 time with employers on the Career Services Advisory Board.
5. CSSA members are involved on campus, meet new people, and beef up their résumé all at the same time!
6. CSSA members have their names in headlines! As a CSSA member you will be recognized on the web, posters, flyers, and more.
7. Members have the option to take free career assessments:
  - MCIS & Myers-Briggs Type Indicator

#### Requirements:

1. Friendly & willing communicator
2. Ability to work with others
3. Minimum 2.5 GPA
4. Enrolled as a MSUB student
5. Willingness and ability to participate in the following required activities:

Required Activities	Must participate in two of the following:
Info Tables	TechExpo
Monthly Meetings/Members to present on a topic once during the year.	Career Fitness Fair
Class Presentations	Teacher Recruitment Interviews
Attend 1 Ask-an-Executive	Grad Phoning
Optional Activities:	
Yellowjacket Market	Grad Fair
Summer on Ice	Co-op Ed Student of the Year Luncheon
Write article for CSSA Newsletter	Game Night
Coffee with Career Services	Holiday Open House
Advisory Board Meeting	Fall Saturday Service



## Career Services Student Advocate Activities and Duties

**Mission:** Advocates will assist Career Services to equip students with career development strategies. By taking an active approach in getting students involved in their career development, CSSA members will serve as student advocates to Career Services to:

1. Identify unmet student needs and methods of delivering Career Service message
2. Participate in the execution of Career Service mission through various activities
3. Promote the use of Career Services to students

**Meetings:** Advocates are expected to attend  $\frac{3}{4}$  of all Advocate meetings as well as Employer Advisory Board meetings as possible. Advocates must notify the Co-Op Ed Specialist if they are not able to attend a meeting. Meetings are crucial to the scheduling of Advocate events, activities, and training. Advocate meetings will be held the 3<sup>rd</sup> Friday of each month starting in September and ending in April.

**Class Presentations:** Advocates are encouraged to speak to fellow classmates to announce upcoming CS events and services such as: résumé critiques, Career Connection-Ask and Executive, Co-Op Ed/internships, career counseling, part & full-time jobs, *CareerLink*, and community service work study.

**Events:** Advocates will attend Career Services events on campus and be ready to mingle and interact with students, faculty and employers. Typical events include: Yellowjacket Market (Welcome Week), Grad Survey, Grad Fair, Summer on Ice, TechExpo, Career Fitness Fair, Teacher Recruitment Interviews, and Co-Op Ed Student of the Year Luncheon.

**Info Tables:** Advocates will staff an info table to promote Career Services to fellow students and to promote upcoming CS events and services such as: résumé critiques, Career Connection-Ask and Executive, internships, career counseling, part & full-time jobs, *CareerLink*, and community service work study. Throughout all activities and events, Advocates are expected to show cooperative and positive attitudes.

**The priority of all Advocates should be their education above their Advocate duties. Please do not skip an excessive amount of classes to participate in Advocate activities.**