

## Career Services for Online Students

Career Services provides assistance and resources to all students, whether they're on campus or in another time zone! Use the [website](#) to find useful resources: Just click on Alumni & Students, **CareerLink**, or choose the A-Z Department Site Index.

Career Services can...

- help students find part-time work while they are in college and full-time work after graduation through [CareerLink](#)
  - PT jobs: from casual, temporary jobs such as babysitting to more traditional jobs like waiting tables or clerking in a store
  - FT jobs: for college grads posted by employers across the country
- provide career counseling for students who need help choosing a major or a career
  - use FREE assessment tools on-line
  - [make an appointment](#) for counseling over the phone
- help students find an internship through the [Cooperative Education](#) program
  - Co-Op creates educational partnerships among students, Montana State University Billings, and the business community
  - students earn academic credit, and often a wage, while combining classroom learning with practical work experience
  - students can intern in any time zone
- prepare students for a "real" job hunt by helping them develop a résumé, application letter, interview skills, and a [job search strategy](#)
  - submit materials for electronic critique
  - [practice mock interviews](#) over the phone
- provide networking opportunities – see events posted on the Career Services website and in **CareerLink**, giving on-line students ample notice to arrange for a road trip, or easy virtual access to employers
  - **TechExpo** – career fair at the COT: Oct 26, 2010, 1pm-4pm
  - **Career Fitness Fair** – career fair at the Senior Campus: Feb 10, 2011, noon-3pm
  - **Teacher Recruitment Interviews** – at the Sr Campus for education and counseling majors: April 22, 2011, 9am-4pm
  - Career Services [Advisory Board](#) members network by email
  - "Ask-an-Executive" - individual employers visit each campus every Wednesday to meet informally with students during fall and spring semesters, 11am to 1pm
    - [Senior Campus schedule](#)
    - [COT Campus schedule](#)