Career Services provides assistance and resources to all students, whether they’re on campus or in another time zone! Use the [website](http://www.msubillings.edu/careers) to find useful resources: Just click on Alumni & Students, [CareerLink](http://www.msubillings.edu/careers), 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](http://www.msubillings.edu/careers)
  - PT jobs: from casual, temporary jobs such as babysitting to more traditional jobs like waiting tables or clerking in a store
  - Work study jobs: eligible students work on- and off-campus
  - 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](http://www.msubillings.edu/careers) 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
  - Cooperative Education is paperless! Use [CareerLink](http://www.msubillings.edu/careers) for all resources.

- 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
  - schedule mock interviews over the phone

- provide networking opportunities – see events posted on the Career Services website and in [CareerLink](http://www.msubillings.edu/careers), giving on-line students ample notice to arrange for a road trip, or easy virtual access to employers
  - **TechExpo** – career fair at City College: **Oct 29, 2013**, 9 AM-Noon
  - **Career Fitness Fair** – career fair at University Campus: **Feb 13, 2014**, noon-3pm
  - **Teacher Recruitment Interviews** – at University Campus for education and counseling majors & alumni: **April 25, 2014**, 9am-3pm
  - Career Services [Advisory Board](http://www.msubillings.edu/careers) 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