

# Internship & Career Fair Employer Directory



# 2019



ROCKY  
MOUNTAIN  
COLLEGE

**MSUB Student Union Building**  
**February 13 • 1 P.M.– 4 P.M.**

**2018-2019 MSUB Advising & Career Services Employer Partners**



# *Welcome to the 2019 University Campus Internship & Career Fair!*

Thank you for joining Advising & Career Services and our **2018-19 Employer Partners: KSVI/KHMT, Eide Bailly, Billings Clinic, Wells Fargo, and Wipfli LLP.**

Co-hosted by MSUB and Rocky Mountain College, this event will help you find employers who want to talk to you about internships, full-time jobs, part-time jobs, new and exciting opportunities in their field, and more.

To make the most of ***University Internship & Career Fair***, be sure to:

- Have your résumé ready to hand to employers. For guidance and feedback, you can send your résumé to Advising & Career Services: [careers@msubillings.edu](mailto:careers@msubillings.edu) where professionals will review it so it is perfect when you present it to employers.
- Use the table of contents to find all companies at the fair and think outside the box—you never know who might be looking for an employee with your degree!
- Greet employers with a firm handshake – ensure you are making a good first impression as a professional.
- Talk about what you can bring to an employer: communication, teamwork, organizational skills, and a good attitude. These skills and abilities are desirable for all employers.
- Ask employers about available internships—they give you experience you cannot get in a classroom.
- Follow up! See the Next Steps page included in this directory.

Whether you are looking for an internship or looking to begin your career, the ***University Internship & Career Fair*** is the perfect event to explore your options and make that first step. We hope you enjoy it!

**Remember to complete an event evaluation at the exit to enter the drawing for door prizes!**

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# Résumé 101

## What Is A Résumé?

- A marketing tool should highlight your most relevant skills and experience.
- The **first impression** an employer will have of you.
- A **living document** that will change and develop as your experience does.
- It is **tailored** to each specific position and employer you apply to.

## Pieces of a Résumé

- There are **three essential** components on every résumé:
  - Heading
  - Education
  - Experience
- Additional **optional** components include:
  - Objective Statement *or* Summary of Qualifications
  - Honors, Awards, Publications, & Research
  - Activities
  - Special Skills

## Résumé Do's

- Use reverse chronological order. List your most recent experience first under each section and your oldest last.
- Quantify your information as much as possible.
- Tailor your résumé, changing keywords and phrases to best fit the position.
- Ensure your name and contact information are included. Have a professional email address and voicemail greeting.
- Have your résumé reviewed and critiqued. Make an appointment and sit down with someone in our office to really fine tune your résumé.

## Résumé Don'ts

- Use "I statements" or complete sentences. Use concise bullet points.
- Exceed two pages, in most cases you should not exceed one page.
- Fabricate, exaggerate, or misrepresent your experience.
- Include excessive unrelated information. Stay relevant.
- Don't limit your experience only to paid employment. Volunteer positions, internships, and other relevant leadership roles can all count!

# Cover Letter 101

## What Is A Cover Letter?

- Your **first opportunity** to directly tie your experience to the position requirements and sell yourself.
- **Individually written** to focus your skills, experiences, and abilities toward that position and employer.
- A **complement** to your résumé. The two should work together and provide supplemental information.

## Opening Paragraph

- Describe the purpose of your cover letter. What position are you applying for? Where did you learn about it? Briefly introduce yourself and your experience.

## Middle Paragraph(s)

- The bulk of the cover letter should make the connection between the job description and your résumé for the employer. Use this opportunity to provide detailed examples of your qualifications. Make it clear what you have to offer the employer.
- Demonstrate why you are interested in *this particular* position and organization. Show knowledge of the employer, their mission, their goals, and understanding of how you would fit into this.

## Closing Paragraph

- Summarize your qualifications, restate your enthusiasm and interest in the position, and include your preferred contact information.
- Conclude by thanking the employer for considering you for the position.

## Quick Tips:

- Use a proper greeting and address your letter to a specific person or title as opposed to "To Whom It May Concern".
- Proofread, proofread, proofread. Don't forget that is also viewed as a writing sample.
- Use the same font style as your résumé. The documents should be cohesive and consistent.

# Interviewing 101

## Preparing for Your Interview:

- When scheduling an interview ensure that you are aware of the following:
  - Time, date, and location
  - The names and titles of the interviewers
  - Format – panel or individual interviews; is a presentation or skills test expected?
- Learn as much as you can about the company and the field
  - Utilize the company's website to learn about the history of the organization, their mission statement, their values, organizational structure, and any current projects or recent successes.
- Prepare answers to anticipated questions such as strengths and weaknesses, why you are interested in the organization, a time you had to work with a team, and more.
  - For ideas of common interview questions, contact Advising & Career Services.
  - Develop your answers utilizing the **STAR** method. – describe a **S**ituation or **T**ask, the **A**ction you took, and the **R**esult achieved.
- Schedule a mock interview with Advising & Career Services or ask a friend to help prepare.

## Interviewing:

- Arrive 10-15 minutes early.
- Bring additional copies of your résumé, a list of your references, a pen, and a notebook or padfolio.
- Silence your phone and put it away before you walk into the building.
- Make a good impression:
  - Smile and offer those you meet a firm handshake.
  - Treat everyone that you interact with in a respectful manner.
  - Make eye contact with your interviewers.
- Prepare a list of questions to ask.

## Dress for success:

- Wear appropriate clothing—if you're unsure of what to wear, it's better to err on the side of professional and conservative. It is better to dress up than to be too casual.
- Carry a briefcase or handbag, not a backpack.
- Practice good hygiene—clean hair, breath, and nails.
- Be well groomed! Your clothes should be pressed and smell fresh.
- Avoid gaudy jewelry, loud colors, heavy perfume, and bright nail polish.



**Alternatives Inc.**

Contact: HR Department  
1001 S. 27th St.  
Billings, MT 59101  
(406) 294-9609  
(406) 281-7042

**[www.altinc.net](http://www.altinc.net)**

**Positions Available:** Client Advisor, Housekeeping, Nursing

Alternatives, Inc. is a non-profit corporation based in Billings, Montana. Since opening in 1980, the organization has provided both residential and non-residential supervision and treatment programs for state and federal inmates in Yellowstone, Carbon and Stillwater Counties.

Alternatives has three facilities in Billings. The men's facility, Alpha House, houses 180 residents in state and federal work release programs. Passages the women's facility houses 190 residents and offers 4 different programs. Passages also serves as the main administrative office. The third facility is home to Alternatives' Beta Jail Alternatives and Misdemeanor Probation. Alternatives, Inc. also offers Jail Alternatives in Stillwater and Carbon Counties.

POSSIBLE INTERN OPTIONS: Case Management, Licensed Addiction Counselor, Licensed Clinical Professional Counselor, Nursing, Accounting, Human Resources  
This will be subject to change.

INTERN BENEFITS: Flexible Schedules, Letters of Recommendation, Access to Internal Job Postings, and we are close to campus.





**Anderson ZurMuehlen & CO., P.C.**

Contact: John Cummings  
828 Great Northern Blvd  
Helena, MT 59624-1040  
(406) 442-1040  
(406) 442-1100

**[www.azworld.com](http://www.azworld.com)**

**Preferred Majors:** Bus Admin: Accounting, Bus Admin: Finance, Bus Admin: Management

**Positions Available:** Summer Leadership Institute, Regular Full Time Positions, Summer Internships, Fall Internships and Spring 2020 Tax Season Internships all positions and on-line application process listed at [www.azworld.com](http://www.azworld.com).

Anderson ZurMuehlen, CPA's, Financial Consultants, and Business Advisors are a top 200 CPA and business consulting firm. Since 1957, Anderson ZurMuehlen has provided quality service through the active involvement of experienced and committed professionals. With seven locations, the firm serves clients throughout the United States and is the largest Montana-owned CPA firm. We are also an independent member of BDO Alliance USA, a national alliance of CPA firms. Visit our website at [www.azworld.com](http://www.azworld.com) to see all of our Career Opportunities and Internships.

## **Big Sky Economic Development**



Contact: Marcell Bruski  
222 N. 32nd Street Suite 200  
Billings, MT 59101  
(406) 853-1416

**[www.bigskyeconomicdevelopment.org](http://www.bigskyeconomicdevelopment.org)**

Big Sky Economic Development (BSED) is a public-private partnership. The Big Sky Economic Development Authority (EDA), the public agency, evolved from the Montana TradePort Authority launched in 1989 by the Yellowstone County Board of Commissioners. Big Sky Economic Development Corporation (EDC), the private business side, was started in 2002. Over 145 of the county's top businesses are member-investor partners in the EDC. Together, the organization's mission is to sustain and grow Yellowstone County's vibrant economy and outstanding quality of life, by providing leadership and resources for business creation, expansion, retention, new business recruitment and community development.



## **Big Sky State Games**

Contact: Liana Susott  
Box 7136  
Billings, MT 59103  
(406) 254-7426  
(406) 254-7439

**[www.bigskygames.org](http://www.bigskygames.org)**

**Positions Available:** Spring Internships - Social Media Intern, Wellness Intern

Summer Internships (\$700 per month Stipent) - Sports Management Intern,  
Marketing/Social Media Intern, Public Relations Intern

The Big Sky State Games is an annual multi-sport event, modeled after the Olympic Games. The Big Sky State Games are open to Montanans of all ages and abilities. Montana's inaugural year was 1986 and during the past thirty four years more than 324,000 athletes from 250 Montana communities have participated in the Games. Over 10,000 athletes and 2,500 volunteers take part in the Big Sky State Games every year.

The Big Sky State Games provides a wholesome forum for Montana athletes of all ages and skill levels to compete in amateur athletics. Participants come from all areas of the state to develop physical talents, competitive abilities, and to join in serious fun. The primary objectives of the Games are to promote health, fitness and participation.

The State Games offer the opportunity to compete in Olympic and Pan American sports and a few local favorites. The State Games will hold competition in: Archery, Armwrestling, Basketball, Biathlon(Mountain Bike and Summer), Billiards, Bowling, Curling, Cycling, Dance Sports, Disc Golf, Equestrian, Fencing, Figure Skating, Flag Football, Golf, Handball, Ice Hockey, Karate, Lacrosse, Pickleball, Racquetball, Road Race, Roller Skating, Shooting, Soccer, Softball, Swimming, Table Tennis, TaeKwonDo/Judo, Tennis, Track & Field, Triathlon, Ultimate Frisbee, Volleyball, Weightlifting and Wrestling.

Other programs of Big Sky State Games include Shape Up Montana, Big Sky Fit Kids, Heart and Sole Race and Yellowstone Elementary School Cross Country Meet.



## **Billings Clinic**

Contact: Andrea Doll  
Billings Clinic  
BILLINGS, MT 59101  
(406) 238-5633  
(406) 238-2355

**[www.billingsclinic.com](http://www.billingsclinic.com)**

Billings Clinic in Billings, Montana, is an integrated health care organization nationally-recognized for clinical excellence, which includes our 230-physician multi-specialty clinic, 272-bed hospital, new state-of-the-art Level II regional trauma center, outpatient surgery, and cancer center as well as our long term care and research center.

Located near the magnificent Rocky Mountains, we enjoy an easy-going lifestyle where the people are friendly. We live amidst the majestic beauty of mountains, streams and meadows. Ski, fish, hike, hunt, camp, mountain bike – you can do it all in Big Sky Country! Outdoor activities are enhanced by an array of community amenities including excellent schools, affordable living, performing arts, minor league sports and a solid economy.

Come enjoy 300 days of sunshine and live the life in Montana's largest city that offers small-city living, unique culture and diversified outdoor recreation!



**Billings Community Foundation**

Contact: Lauren Wright  
PO 1255  
Billings, MT 59101  
(406) 839-3334

**<http://bcfpages.homestead.com/>**

Billings Community Foundation is a non-profit, tax-exempt innovative community fund governed by local citizens promoting philanthropy and charitable giving in the Billings area.



### **Billings Family YMCA**

Contact: Nicole Orrantia  
402 N. 32nd Street  
Billings, MT 59101  
(406) 248-1620  
(406) 248-3450

**[www.billingsymca.org/](http://www.billingsymca.org/)**

**Positions Available:** Afterschool Counselor, County Sports Coordinator, Preschool Aide, Swim Lesson Instructor, Gymnastics Instructor, Lifeguard

The Billings YMCA offers more than membership. We offer youth and adult sports, afterschool, preschool, summer camp, youth and adult swim lessons, fitness, youth and government and volunteer programs for a variety of ages ranging from 6 month olds to Seniors. The Billings Family YMCA offers opportunities for individuals and families to grow in spirit, mind and body at every life stage.



**Billings Symphony Orchestra & Chorale**

Contact: Candy Holzer  
2721 2ND AVE N STE 350  
BILLINGS, MT 59101-2016  
(406) 252-3610  
(406) 252-3353

**[www.billingssymphony.org](http://www.billingssymphony.org)**

Since the first concert of The Billings Symphony Society in 1951, the organization's mission has been to enhance the quality of life in this part of the Rocky Mountain Northwest by offering musical enlightenment and intellectual stimulation to traditional audiences, as well as those who are geographically isolated, economically challenged and culturally underserved.

Today, 59 years later, that mission remains the driving force behind The Billings Symphony Orchestra & Chorale (BSO&C), the only symphonic orchestra and chorale serving a regional population of 400,000 people located throughout south central Montana and northeastern Wyoming. The 135+ members of the BSO&C present an annual season from September through June, featuring six subscription concerts, two performances of Tchaikovsky's Nutcracker with the accompaniment of a renowned ballet company, a New Year's Eve event, four performances of a Free Family Concert and a free Symphony in the Park pops-style concert. Each season, The BSO&C perform for more than 35,000 people and introduce children, youth, adults, and seniors around the region to symphonic music and the performing arts through Explore Music!, its music education and community engagement program.



**C & B Operations dba Yellowstone County  
Implement**

Contact: Adam Somers  
5121 Midland Rd  
Billings, MT 59101  
(406) 248-7787  
(406) 245-0436

**[www.deerequipment.com](http://www.deerequipment.com)**

**Positions Available:** Service Technician, Parts Associate, Internship

John Deere-ag-lawn mower-skid steer-golf and turf dealership, part of a 15-store group that spans 5 states, based out of C & B Operations out of Gettysburg SD.





**Century 21 Hometown Brokers**

Contact: Carly Plourde  
1605 Shiloh Rd  
Billings, MT 59106  
(406) 694-3953

**[www.century21hometown.com](http://www.century21hometown.com)**

Century21 is a full service Real Estate firm with independently owned and operated offices in 50 states and 67 countries. Century21 specializes in the listing and sale of Residential and Commercial real estate. Century21 Hometown Brokers located in Billings has over 50 independent agents and boasts the largest home sale market share in the area.



### **City Brew Coffee**

Contact: Devin Bishop  
PO Box 1159  
Billings, MT 59103  
(406) 294-4620

**[www.citybrew.com](http://www.citybrew.com)**

#### **Positions Available:** Barista, Shift Lead, Assistant Manager, Store Manager

City Brew Coffee commenced operation of its first retail location in Billings, Montana during December 1998. Our company has now grown to include 22 brick and mortar locations and 6 kiosk locations across Montana, Wyoming and North Dakota.

Our focus is one of becoming consistently recognized as an industry leader in both product quality and customer service. As a result, we empower our staff to delight each and every customer every day, and with every cup they serve or every bean they sell. Simply stated, our goal is to be the best at what we do.

Our mission statement describes the passion in which coffee is roasted and served. Always wanting to raise the bar, our standards continue to evolve, based on a continuing commitment to excellence.

Our infrastructure is sound. Our concept is proven. We have a tremendous team of talented individuals to move our multi-channel retail operation forward for many years to come. We look forward to serving you.



**Colstrip Public Schools**

Contact: Bob Lewandowski  
POB 159  
Colstrip, MT 59323  
(406) 748-4699  
(406) 748-2268

**<http://colstrippublicschools.org>**

**Positions Available:** Spanish Teacher, Math Teacher, Traffic Ed Teacher, Elementary (GR 6-8) Teacher, Science Teacher

K-12 public school



## **Computers Unlimited**

Contact: Joanna Stanek  
2407 Montana Ave  
Billings, MT 59101  
(406) 255-9587  
(406) 255-9595

**[www.cu.net](http://www.cu.net)**

**Preferred Majors:** College of Business

**Positions Available:** Application Support Representative

Computers Unlimited (CU) provides integrated software solutions, cloud computing and support services to three primary markets – Industrial Gas & Welding Supply Distributors, HME/DME & Closed Pharmacy Providers and Audiologists & Dispensers.

CU's flagship software product TIMS (Total Information Management System) delivers key software functionality and vital information to meet customer requests and industry requirements without hesitation.

Market leaders and companies of all sizes rely on CU's market insight and innovation to help them operate more efficiently, deliver world-class customer service and maintain the competitive edge.

CU offers a competitive pay and benefits package based on the applicant's qualifications, including health, dental, vision and life insurance, long term and short term disability, generous PTO, paid holidays, 401(k) and profit sharing programs, flexible spending accounts, free parking and various employee appreciation events.



**Consolidated Electrical Distributors Inc**

Contact: Ashley Hudspeth  
1920 Westridge Drive  
Irving, TX 75038  
(972) 582-5462

**[www.cedcareers.com](http://www.cedcareers.com)**

**Positions Available:** CED Management Trainee, Summer Intern – Management Training

Consolidated Electrical Distributors (CED) is a private company that is dedicated to providing quality service in the electrical distribution market. Since its establishment in 1957, CED has become a recognized leader in the electrical industry and now has over 500 locations nationwide. CED specializes in electrical consumer goods for residential, commercial, and industrial markets. Through a uniquely independent business model, CED has sustained long-term growth.



### **Discount Tire**

Contact: Robert Merrill  
8000 South Chester St  
Centennial, CO 80112  
(303) 773-8084

**[www.discounttire.com](http://www.discounttire.com)**

**Positions Available:** Tire Service Technician , Assistant Manager – Management Trainee

Founded in 1960, Discount Tire has responsibly grown into the world's largest independent tire and wheel retailer with over 1000 stores across the U.S. We provide a wide range of product choices, affordable pricing, expert staff, and most importantly, all our stores offer the individual customer focus and warm personal touch you'd expect from a neighborhood store.



**Diversified Transfer and Storage, Inc.**

Contact: Dylan Allen  
1640 Monad Road  
Billings, MT 59101  
(406) 896-3476

**[www.dtsb.com](http://www.dtsb.com)**

**Positions Available:**

OTR DRIVERS FOR MT, UT, & CO  
DISPATCHERS FOR MT & CO  
CUSTOMER SERVICE FOR MT  
BROKERS FOR MT, UT, & CO  
WAREHOUSE/FORKLIFT OPS FOR MT & CO  
ACCOUNTING PERSONNEL FOR MT  
BILLING SPECIALIST FOR MT  
MECHANICS FOR MT

Transportation and Storage as well as Heavy Equipment-Diesel Mechanic work



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CPAs & BUSINESS ADVISORS

**Eide Bailly LLP**

Contact: Russell Rice  
401 N. 31 St Street, Ste 1120  
Billings, MT 59103  
(406) 896-2400  
(406) 252-8600

**[www.eidebailly.com](http://www.eidebailly.com)**

**Preferred Majors:** Bus Admin: Accounting

**Positions Available:** Tax Associate, Audit Associate

At Eide Bailly, we truly believe people make the difference. We want to be trusted business advisors for our clients, supporters and mentors for our staff, and provide valuable resources for our business friends. The bottom line is ... we are passionate about our work and the success of those with whom we work.

Eide Bailly is currently seeking Bachelor's of Accountancy and Master's of Accountancy candidates for entry-level audit and tax positions. Eide Bailly is a top 25 Regional Accounting Firm with 33 offices in 13 states, including Billings, MT, and Boise, ID.





## **Electrical Consultants, Inc.**

Contact: Karen Hanchar  
3521 Gabel Road  
Billings, MT 59102  
(406) 259-9933  
(406) 259-1164

**[www.electricalconsultantsinc.com](http://www.electricalconsultantsinc.com)**

### **Positions Available: Project Controls Specialist**

Electrical Consultants, Inc. (ECI) was incorporated in 1985 & has grown significantly since its humble beginnings & currently employs over 450 professional engineers, surveyors & technical staff performing project design work throughout the U. S. and abroad.

Operating from eleven major regional offices throughout the U.S., ECI has expanded its presence as one of the country's leading T&D consulting design firms. ECI's staff consists of highly experienced, qualified individuals available to coordinate & direct engineering efforts for any number of services.

Our wholly owned subsidiary, EPC Services Co., was formed in 2000 to provide a professional based Project Management/EPC firm to handle the demand for utility & independent power delivery projects having even shorter times for completion.



**Energy Laboratories, Inc**

Contact: Bret Burris  
1120 South 27th Street  
Billings, MT 59107  
(406) 252-6325  
(406) 294-6332

**[www.energylab.com](http://www.energylab.com)**

**Preferred Majors:** Chemistry, Environmental Studies, Biology Environmental Science  
Option

**Positions Available:** Analytical Chemists and Lab Technicians

Founded in 1952, Energy Laboratories, Inc. is a commercial analytical laboratory specializing in organic, inorganic, trace metals, microbiological and radiochemical analysis of water, waste, soil, air and petroleum product samples. We are an independent laboratory whose continued existence depends upon quality of service.

Energy Laboratories, Inc. capabilities include, but are not limited to, organic chemistry, inorganic chemistry, wet chemistry, aquatic toxicity, microscopy (Crypto/Giardia, MPA), NORM and radiation field surveys, compost and UCMR2 analysis.

Energy Laboratories, Inc. (ELI) provides independent, quality controlled confidential analytical services in chemical and environmental testing. With six locations, ELI offers broad-based analytical and advisory services to a national and international clientele. ELI is equipped to meet the testing needs of mining companies, oil and gas operations, petroleum refining, electrical utilities, industrial and manufacturing firms, the agricultural industry, large and small municipal water systems, professional engineering and consulting firms, and government agencies.



**Enterprise Rent-A-Car**

Contact: Tanner Boone  
3143 E Lyndale Ave  
Helena, MT 59601  
(406) 495-9830

**[www.go.enterpriseholdings.com](http://www.go.enterpriseholdings.com)**

**Positions Available:** Management Trainee, Intern, Rental Agent, Service Agent

Enterprise Holdings is a family-owned, world-class portfolio of brands. We operate a global network that covers more than 90 countries, 100,000 dedicated team members, and more than 1.9 million vehicles taking customers wherever they need to go. In any way you want to think about it, we lead the transportation service industry.



## **Explorers Academy**

Contact: Dee Dee Kane  
615 N 19th St  
Billings, MT 59101  
(406) 245-7233  
(406) 294-7235

**[www.explorershs.org](http://www.explorershs.org)**

**Positions Available:** Teachers, Teaching Assistants, Family Advocates, Health/Disabilities, Administrative

The purpose of the Explorers Academy program is to increase the potential of eligible children to succeed in school by:

- Enhancing their overall development
- Strengthening parent-child relationships
- Supporting families' progress toward their goals

The long-term goal for Explorers Academy graduates is to increase their effectiveness in dealing with their responsibilities in school and life.



## **Federal Bureau of Investigation**

Contact: Travis Burrows  
2929 3rd Avenue N  
Billings, MT 59101  
(406) 248-8487

**<https://www.fbi.gov/>**

The FBI helps protect you and your children, communities, businesses and institutions from the most dangerous threats domestically and internationally. We help defend and uphold our national security, physical and electronic infrastructures, and American democracy.

A career at the FBI provides the opportunity to work among the best. We seek those who will contribute to the operations of a global organization that aligns people, policies, processes, and systems to ensure the highest quality investigations.

The FBI consists of more than 35,000 special agents and professional staff who work across the globe to protect the U.S. from terrorism, espionage, cyber attacks, and major criminal threats.

Many FBI career options are traditional to the investigative and intelligence community. Others are similar in nature to careers found in most Fortune 500 companies.



### **Fish, Wildlife, and Parks**

Contact: Kimberly Worthy  
East 6th Ave.  
Helena, MT 59620-0701  
(406) 444-1289

**<http://fwp.mt.gov/>**

Montana Fish, Wildlife & Parks, through its employees and citizen commission, provides for the stewardship of the fish, wildlife, parks and recreational resources of Montana, while contributing to the quality of life for present and future generations.



**KEMC-FM / Yellowstone Public Radio**

Contact: Jill Hirschi  
1500 N 30th St  
Billings, MT 59101  
(406) 657-2941

**<http://ypradio.org/>**

Yellowstone Public Radio is a regional, NPR-affiliated public radio network licensed to Montana State University Billings.



**Komatsu Mining Corp. Group**

Contact: Katie Zindler  
1124 Main Street  
Billings, MT 59105  
(406) 255-4607

**<https://mining.komatsu/>**

**Positions Available:** Welders, Mechanics, Field Service Technicians

Komatsu is an equipment manufacturing, service and technology company serving the construction, mining, forestry, and industrial machinery industries. Our global teams focus on leveraging technology and innovation to optimize machine performance and improve customer operations. Our industry-leading solutions are used to extract fundamental minerals and develop modern infrastructure. Visit our website for more information!





## **KSVI/KHMT**

Contact: Pat King  
445 South 24th Street West  
Billings, MT 59102  
(406) 652-4743  
(406) 652-6963

**YourBigSky.com**

KSVI is the ABC TV affiliate in Billings and KHMT is the FOX TV affiliate. KSVI and KHMT extends the ABC and FOX brands to the Internet with interactive content that goes beyond TV to allow the viewer a more in-depth, personal experience.

Nexstar Broadcasting Group is a leading diversified media company that leverages localism to bring new services and value to consumers and advertisers through its traditional media, eMedia, digital and mobile media platforms.

Nexstar owns or provides services to 171 broadcast television stations, reaching approximately 13.8 million television households, or approximately 12.1% of all USTVHH according to Nielsen.



## **Montana Army National Guard**

Contact: Jessie Weaver  
851 Shiloh Crossing Suite 3  
Billings, MT 59102  
(406) 671-3803

**<https://state.nationalguard.com/montana>**

The Montana Army National Guard is a part-time employer with full-time benefits. We offer tuition assistance so you can earn your degree while learning valuable job skills. In addition, you will obtain leadership skills that will help you throughout your professional career.

We are seeking interested applicants who have a desire to serve their community and nation. If you are up for the challenge, the National Guard is waiting for you.



## **Montana Conservation Corps**

Contact: Nate Hess  
206 N. Grand Avenue  
Bozeman, MT 59715  
(406) 587-4475

**<http://mtcorps.org/about>**

### **Positions Available:** Conservation Interns, Crew Members, Youth Crew Leaders

Montana Conservation Corps is a nonprofit organization that empowers youth and young adults through hands-on conservation service and education. Each season we enroll over 300 young adults from across the country, age 18 and up, in our AmeriCorps program, and more than 100 local teens, ages 15 to 17, in our Youth Service Expedition program. Our members live, learn and serve together, in crews of six to eight members, in some of our country's wildest places. They complete conservation projects in local communities, national forests, state and national parks, wildlife refuges and federally designated wilderness areas. Participants receive the experience of a lifetime through challenging projects and the rigors of camp life, coupled with education aimed at creating engaged citizens and lifelong environmental stewards. All of these factors create an ideal situation for personal growth that leads to increased confidence, communication and leadership skills, and the ability to work well with people from all walks of life.

Our mission to inspire young people through hands-on conservation service to be leaders, stewards of the land, and engaged citizens who improve their communities, is brought to life through our five core program objectives. Our goal is that each participant will leave MCC with the following:

- An ethic of volunteer service and civic responsibility
- Strengthened communication and team-building skills
- Enhanced competencies to be leaders and contributing team members
- Increased knowledge of the natural environment
- An enthusiasm for the benefits of hard work and quality results

These objectives are fundamental to all levels of our operations and are supported by a team of dedicated, experienced staff, under the leadership of a highly committed and influential Board of Directors.



## **Montana Council, Boy Scouts of America**

Contact: Shon Ostler  
820 17th Ave S  
Great Falls, MT 59405  
4064312705  
Great Falls

**[www.montanabsa.org](http://www.montanabsa.org)**

It was there when man first walked on the moon. And when a president struck a blow to an iron curtain with a single speech. It was there when Scouts across the country rallied to provide relief in the wake of Hurricane Katrina. For over 106 years, it has been in the heart of every Scout who ever overcame one of life's challenges. It is the value of being prepared. The core of Scouting and a statement that inspires a lifetime of character and service. As we look to a new century of Scouting achievements, we light a new fire in the next generation of Scouts. We shall instill in them the honor and integrity that comes with being a Scout. We will build their character and ensure they are prepared for something more. We will prepare them for life.

Founded in 1910 on the principles of making a difference through civic service, Scouting provides quality youth programs that build good character while building better communities. Through hands-on activities, Scouting teaches 12 core values.

Values exemplified by 12 simple words TRUSTWORTHY, LOYAL, HELPFUL, FRIENDLY, COURTEOUS, KIND, OBEDIENT, CHEERFUL, THRIFTY, BRAVE, CLEAN and REVERENT are the foundation of the Scouting program and are valuable words to live by.

Scouting builds character and community through a variety of activities including camping, canoeing, hiking, mountain biking, community service projects, and more. These hands-on activities instill a sense of confidence, preparedness and honor in our kids. Contrary to popular belief, Scouting isn't just for boys and young men. Scouting also offers venturing and exploring programs specifically geared to young women and men, ages 14-20.



## **Montana Department of Corrections**

Contact: Kris Bridges  
5 South Last Chance Gulch  
Helena, MT 59620-1301  
(406) 417-1689  
(406) 444-4551

**[www.cor.mt.gov](http://www.cor.mt.gov)**

What fuels the Montana Department of Corrections is its people.

Diversification is our assertion. There are over 1,200 employment opportunities within the department of corrections. Career opportunities abound which include; attorneys, accountants, information technology, doctors, nurses, dentists, managers, human resources, ranch hands, correctional officers, probation and parole, administrators and skilled laborers.

We are looking for driven professionals looking to make a difference in their own lives, the lives of those we are assigned responsibility for by Montana's criminal justice system and the lives of Montana's citizens. Ensuring the development of our people is our highest priority. We strive to place the right people in the right position and give everyone an opportunity to develop their career in the Montana Department of Corrections. We are an equal opportunity employer and encourage women and minorities to apply.



## **Montana Legal Services Association**

Contact: Meghan Scott  
616 Helena Ave. Suite 100  
Helena, MT 59601  
(406) 442-9830 Ext. 143

**<http://www.mtlsa.org>**

**Positions Available:** 20 positions available in 6 cities throughout Montana. Members serve with 6 different organizations to provide civil (non-criminal) legal assistance to low-income Montanans. Sites include Montana Legal Services Association, Supreme Court Self Help Law Center/

The Justice for Montanans AmeriCorps program helps empower low to moderate income Montanans advocate for their legal rights and increase access to justice. This program is a great opportunity for individuals to help others while gaining experience in the legal realm and building connections with other professionals across the state.



### **Montana VA Health Care System**

Contact: Katherine Ilari  
1766 Majestic Lane  
Billings, MT 59102  
(406) 373-3994  
(406) 373-3947

**<https://www.montana.va.gov/>**

**Positions Available:** Medical Support Assistant, LPNs, and RNs.

See positions on [usajobs.gov](https://usajobs.gov)



N O R T H E R N

**Northern Hotel**

Contact: Nicole Biondich  
19 N. Broadway  
Billings, MT 59101  
(406) 867-6767  
(406) 867-6776

**[www.northernhotel.com/](http://www.northernhotel.com/)**

In 2009, two brothers, Chris and Mike Nelson, began the process of bringing the Northern Hotel back to its historic place as the cultural cornerstone of downtown Billings. The Northern now offers its renowned services so guests can enjoy the last best place to celebrate, convene, dine, and dream. The best hotel in Montana is back!

Located in the heart of downtown Billings, the historic Northern Hotel has been renovated to its previous grandeur with 160 rooms, TEN, the fine dining restaurant and Bernie's Diner featuring breakfast and lunch. More than 12,000 square feet of flexible meeting space and banquet area, the new Northern Hotel accommodates events of 10 to 700.





**Northwestern Energy**

Contact: Marissa Orr  
3010 W 69th St  
Sioux Falls, SD 57108  
(605) 978-2810  
(605) 978-2904

**[www.northwesternenergy.com](http://www.northwesternenergy.com)**

NorthWestern Energy provides electricity and natural gas in the Upper Midwest and Northwest, serving approximately 718,300 customers in Montana, South Dakota and Nebraska. More information on NorthWestern Energy is available on the company's website at [www.northwesternenergy.com](http://www.northwesternenergy.com).



## **Northwestern Mutual**

Contact: Abbey Wink  
3302 4th Ave N, Ste 200  
Billings, MT 59101  
(406) 281-7746  
(406) 259-3422

**montana.nm.com**

**Positions Available:** College Financial Representative , College Marketing Representative

The Northwestern Mutual Financial Network offers a personalized approach to uncovering financial solutions tailored to each client's individual needs.

Financial representatives provide expert guidance and innovative solutions to help meet a client's financial goals and objectives at every life stage. They offer exclusive access to insurance products from a top-rated company, The Northwestern Mutual Life Insurance Company, as well as an array of quality financial products and services available through Network subsidiaries and affiliates.

Northwestern Mutual was named "World's Most Admired" life insurance company for 22 years and joined the "America's Most Admired" Hall of Fame, according to the March 7, 2005, FORTUNE magazine survey.

**NEED AN INTERNSHIP PROGRAM:** Northwestern Mutual is listed in the TOP 10 Internship programs in the US. Join us today!

The company received the best possible insurance financial strength ratings from the four major rating services:

A.M. Best: A++  
Fitch Ratings: AAA  
Standard & Poor's: AAA  
Moody's Investors Service: Aaa

Northwestern Mutual Financial Network is the marketing name for the sales and distribution arm of The Northwestern Mutual Life Insurance Company, Milwaukee, WI, (NM) and its subsidiaries and affiliates. Financial Representative is an agent of NM.



**Pella Windows & Doors, Inc.**

Contact: Matt Lucas  
2520 Grand Ave  
Billings, MT 59106  
(406) 656-1516

**[www.pellamt.com](http://www.pellamt.com)**

Pella Windows & Doors, Inc. is a family owned distributorship covering the state of Montana.

The Pella family of brands offer a full range of quality residential and commercial products for new construction, remodeling and replacement projects. We are particularly proud that we can offer our customers windows and doors to meet virtually any style or budget.



**RDO Equipment Co.**

Contact: Human Resources  
5221 Midland Rd.  
Billings, MT 59101  
(701) 237-7396

**[www.rdoequipment.com](http://www.rdoequipment.com)**

**Positions Available:** Service Intern, Service Technician, Parts Specialist

RDO Equipment Co. has been building relationships with its customers since 1968. Our focus is on providing solutions through John Deere Agriculture and Construction equipment, Vermeer, Hitachi, and Sakai equipment.

With stores in Arizona, California, Minnesota, Montana, North Dakota, Oregon, South Dakota, Texas and Washington, we have access to extensive equipment and parts inventories to keep our customers up and running.



**St. John's Lutheran Ministries**

Contact: Kylie Hartse  
3940 Rimrock Rd.  
Billings, MT 59102  
(406) 655-5920  
(406) 655-5639

**[www.sjlm.org](http://www.sjlm.org)**

St. John's Lutheran Ministries is a Health Care facility with a continuum of care, encompassing independent and assisted living, skilled nursing, and home health. We provide a living and work environment of hope dignity and love.



### **St. Labre Indian Catholic School**

Contact: Rhea Bearcomesout  
PO Box 77  
Ashland, MT 59003  
(406) 784-4518  
(406) 784-4546

**[www.stlabre.org](http://www.stlabre.org)**

**Positions Available:** Director of Planned Giving & Major Gifts, MS Teacher, Reading Intervention Teacher

We believe that all students deserve a superior education and that all students can achieve at the highest levels by educating the whole child. Beginning with pre-school and kindergarten, through 8th grade, we provide an exceptional education. In addition to our regular program of elementary and secondary education, we offer classes in music, arts, and a full complement of sports and athletics.

The St. Charles Mission School, educational experience also places great importance on Native American culture and tradition. Instruction in Native American languages and culture is a vital part of the curriculum. We also offer courses in Native American literature, history, and tribal government.



**Stockman Bank of Montana**

Contact: Ashley Glantz  
PO Box 80850  
Billings, MT 59108  
(406) 655-3925  
(406) 655-3972

**[www.stockmanbank.com](http://www.stockmanbank.com)**

**Preferred Majors:** College of Business

**Positions Available:** Interns Summer 2019

Stockman Bank

Montana's Brand of Banking

Our people, philosophy and the way we do business have positioned Stockman Bank as Montana's premier financial center for business leaders, agriculture operators, commercial developers and real estate owners. We are a Montana-born company, built on western values, focused on creating long-standing relationships through integrity, expertise and results. Our offices are locally managed and community-oriented, allowing us to best serve our customers. Our workforce is well-trained and competent and our work environment encourages productivity, personal growth and job satisfaction.



### **Townsquare Media**

Contact: Heather Marxer  
27 North 27 St 23rd Floor  
BILLINGS, MT 59101  
(406) 248-7827  
(406) 252-9577

**[www.catcountry1029.com](http://www.catcountry1029.com)**

**Positions Available:** Media and Digital Sales Executive , Regional Digital Sales Executive

Townsquare Media Billings is a local media organization that's focused on Radio, Digital, and live events. We own and operate four radio stations here in Billings as well as the digital properties associated with those stations.





### **Triple SJ Regional Learning Center**

Contact: Taylor Jones  
909 Long Ave  
Sheridan, WY 82801  
(307) 675-1291

**[newboces.com](http://newboces.com)**

**Preferred Majors:** Spec Educ Endorsement, Special Ed - Secondary BSED, Special Educ Generalist

**Positions Available:** Special Education Teacher, Speech Language Pathologist, Adapted Physical Education

Triple SJ Regional Learning Center is a day treatment center for students with special needs. We primarily service middle to high school aged students. Many of our students have completed a residential treatment program and are beginning their transition back to their home school district and the least restrictive environment.



**Tyler Technologies**

Contact: Edie Calderon  
1627 Cole Boulevard, 300  
Lakewood, CO 80401  
(720) 497-8152

**[www.tylertech.com](http://www.tylertech.com)**

**Positions Available:** Please visit [www.tylertech.com/careers](http://www.tylertech.com/careers) or [www.tylertech.com/internships](http://www.tylertech.com/internships) for current openings!

Tyler Technologies is a software development company that provides software and services to the public sector. We offer exciting opportunities and an engaging culture! For more information about career opportunities and our product offerings, please visit [www.tylertech.com](http://www.tylertech.com).



### **U.S. Army Recruiting Battalion - SLC**

Contact: Bryan Sarday  
2830 South Redwood Road  
Salt Lake City, UT 84119  
(801) 214-6048

**<https://recruiting.army.mil/>**

**Positions Available:** U.S. Army Officer, U.S. Army Soldier

The U.S. Army, a key component of the U.S. Armed Forces, is made up of the best-trained, most dedicated, most respected Soldiers in the world — protecting America's freedoms at home and abroad, securing our homeland, and defending democracy worldwide. A Soldier in the U.S. Army is the embodiment of physical strength, emotional strength and strength of purpose. As a Soldier, you will be prepared to serve our country whenever and wherever you are needed, combat-ready at all times, trained to counter any threat, anywhere.



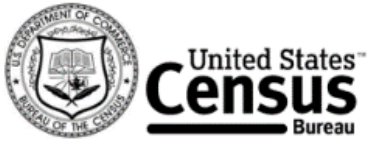
**U.S. Senator Steve Daines**

Contact: Danielle Tribble  
218 E. Front St. Ste #103  
Missoula, MT 59802  
(406) 549-8198

**<https://www.daines.senate.gov/>**

**Positions Available:** Internships in both Montana and Washington D.C. offices.

United States Senator Steve Daines



## **US Census Bureau**

Contact: Tatiana Phipps  
6950 W. Jefferson Ave.  
Denver, CO 80465  
(406) 861-9546

**<http://www.census.gov>**

The U.S. Census Bureau serves as the leading source of quality data about the nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided on this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.



**US Health Advisors**

Contact: Lee Westervelt  
1445 Ave. B  
Billings, MT 59102  
(406)461-5275

**[www.ushagent.com/brandonmyers](http://www.ushagent.com/brandonmyers)**

Health insurance company. Looking for salespeople.



**Wells Fargo Bank**

Contact: Lori Sawicki  
175 N 27th Street  
Billings, MT 59101  
(406) 238-0904  
(406) 238-0918

**[www.wellsfargo.com](http://www.wellsfargo.com)**

**Positions Available:** Teller

Wells Fargo & Company is a diversified community based financial services company with \$1.9 trillion in assets. Wells Fargo's vision is to satisfy our customers' financial needs and help them succeed financially. Founded in 1852 and headquartered in San Francisco, Wells Fargo provides banking, investment and mortgage products and services, as well as consumer and commercial finance, through 8,000 locations, 13,000 ATM's, [wellsfargo.com](http://wellsfargo.com) and mobile banking, and has offices in 38 countries and territories to support customers who conduct business in the global economy. With approximately 265,000 team members, Wells Fargo serves one in three households in the US. Wells Fargo & Company was ranked No. 26 on Fortune's 2018 rankings of America's largest corporations.

At Wells Fargo, you'll get more than just a paycheck. In addition to your salary, we offer excellent benefits that include: Paid time off, Medical, Dental and Vision Plans, Matched 401(k) plan, Tuition reimbursement, Financial product discounts, Commuter benefits, Health care spending accounts, Disability and life insurance, and Stock purchase plan.

Join the Wells Fargo Team – visit the career site at [www.wellsfargo.com/careers](http://www.wellsfargo.com/careers) today.



**Wipfli (FKA Galusha, Higgins, & Galusha)**

Contact: Jane Welch  
125 South Wacker Drive  
Chicago, IL, WI 60606  
(312) 216-1782

**[www.wipfli.com](http://www.wipfli.com)**

**Preferred Majors:** Accounting Assistant, Accounting Technology, Bus Admin:  
Accounting, Accounting

**Positions Available:** Senior Accountant (Audit)  
Specialist II

Wipfli (formerly known as Galusha, Higgins & Galusha) ranks in the top 20 accounting and business consulting firms in the United States. With 53 offices across Wisconsin, Minnesota, Illinois, Maine, Montana, Idaho, Washington, California, Colorado, Virginia, Utah, Pennsylvania, and two offices in India. 2,000 Wipfli professionals provide the firm's 45,000 clients with industry-focused assurance, accounting, tax and consulting services. Wipfli primarily serves middle market clients and specializes in the following industries - manufacturing, health care, construction and real estate, banking and finance, nonprofit, dealerships, grant-funded programs, insurance, small and emerging businesses, and government. Our dedication to our clients contributes to our steady growth and status as a leading firm with nearly \$280 million in net revenue. Our commitment to college recruiting is reflected year after year. Our internship class was close to 100 individuals throughout the firm in 2017 and we hired almost 170 individuals off college campuses over the course of the year!





## **Yellowstone Boys & Girls Ranch**

Contact: Lance Moyer  
1732 S. 72nd St. W.  
Billings, MT 59106  
(406) 655-2113  
(406) 656-0021

**[www.ybgr.org/careers](http://www.ybgr.org/careers)**

**Positions Available:** Clinical Program Therapist Intern, Program Therapist Intern, Mental Health Worker, Mental Health Worker Relief (PRN), Therapeutic Youth Mentor, Program Therapist, Clinical Program Therapist

Yellowstone Boys & Girls Ranch has been successfully providing residential group care and treatment for troubled youth, both boys (aged 6-18) and girls (aged 12-18) since its establishment in 1957. Located just west of Billings, Montana, YBGR's campus is located on 480 scenic acres. YBGR is a private, not-for-profit organization providing a wide variety of healthcare and academic services for youth. Working with troubled youth, whether directly or indirectly, can be a very rewarding experience. At YBGR we value our employees and the direction and guidance they pass to the youth. Without their hard work, our program would not be a success. Individuals interested should visit with us and discover how to enrich their lives by considering a career with Yellowstone Boys and Girls Ranch.



## **Youth Dynamics**

Contact: Human Resources  
2334 Lewis Ave  
Billings, MT 59102  
(406) 245-6539  
(406) 652-3380

**[www.youthdynamics.org](http://www.youthdynamics.org)**

### **Positions Available:** Family Support Assistant (Mentor)

At Youth Dynamics, the sun never sets on a child in need. We are here every day of the week, 24 hours a day providing therapeutic behavioral health services for Montana children and families. And, we've been doing it since 1981.

Providing individual and family treatment and support services, Youth Dynamics, is a private, nonprofit behavioral health agency, serving children up to age 18 and their families.

We believe every child deserves a family, and our services are focused on helping families stay together.



**Zoot Enterprises, Inc.**

Contact: Amanda Keith  
555 Zoot Enterprises Lane  
Bozeman, MT 59718  
(406) 586-7580  
(406) 556-7408

**[www.zootweb.com](http://www.zootweb.com)**

**Preferred Majors:** Computer Assistant, Comp Desktop/Network Support, Computer Systems Technology, Networking Technology, Comp Prog & App Development, Bus Software Applications-AAS

**Positions Available:** Solutions Developers, Service Desk Technicians, Quality Assurance Analysts

For over 25 years, Zoot Enterprises has been a global provider of advanced origination, acquisition, and decision management solutions. Our customer-centric tools and services enable Zoot's clients to add value and differentiation, while providing nimble, scalable solutions for specific business objectives.

A leader in the fintech industry, Zoot provides a cloud based secure processing environment that delivers millisecond real-time decisions, accessing hundreds of cutting edge data sources to help reduce risk and increase conversions.

# Next Steps

## Workshops

Attend the Make an Impression series workshops for more information on résumés, professional etiquette, and interviewing or contact Advising & Career Services for key takeaways.

- **Résumé Workshop** – March 14<sup>th</sup> at 1pm
- **Professional Etiquette Workshop** – March 21<sup>st</sup> at 1pm
- **Interview Workshop** – April 4<sup>th</sup> at 1pm

All of our workshops are hosted by MSUB Advising & Career Services and will be held on the University Campus in the Student Union Building, Beartooth Room.

## Visit Advising & Career Services

We do more than just advise students about which classes to take. Stop in and talk to our staff about any number of professional concerns. Services we provide include:

- General Information
- Résumé Editing
- Cover Letter Editing
- Mock Interviews
- Career Exploration
- Internships
- Part-Time & Full-Time Job Searches
- Networking Tips

... And More!

## Have An Employer Edit Your Résumé

Contact us for more information about having one of our employer partners in your field review your résumé!



## Contact MSUB Advising & Career Services

Advising & Career Services:

- 406-657-2240  
406-657-2168
- [advising@msubillings.edu](mailto:advising@msubillings.edu)  
[careers@msubillings.edu](mailto:careers@msubillings.edu)

City College Jacket Student Central:

- 406-247-3007

For Information on Part-Time/Full-Time Jobs, Internships,  
& Résumé Editing:

- Rhianna H. Tretin
  - 406-657-1717
  - [rhianna.tretin@msubillings.edu](mailto:rhianna.tretin@msubillings.edu)

# Thank You to Our Premier Employer Registrants

