

On-Campus Recruiting

Annually, MSU-Billings students interview with corporate and school recruiters. While this service provides opportunities for a large number of students, many more seek employment with individual assistance from Career Services.

Employers

Business & Industry (includes Fair)	71
Public & Private Schools (includes Fair)	30
TOTAL EMPLOYERS	101

Students Interviewing

Business & Industry	484
Public & Private Schools	133
TOTAL INTERVIEWS	617

Employers post their vacancies for professional & part-time positions directly on the Career Services webpage. Employers posted more than 2,200 jobs from May 2002-April 2003.

****Figures represent total student, alumni, faculty, community and staff contacts. Some clients receive multiple services and are duplicated individuals.***

Career Services & Cooperative Education

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June 2003



Career Services Annual Report Summer 2002-Spring 2003

www.msubillings.edu/careers

- Assumes an active approach in providing comprehensive services to students and alumni at both Sr and COT campuses
- Assists students and alumni in developing individual responsibility for career decision-making
- Equips students and alumni with job search strategies
- Promotes career awareness across campus
- Assists students in securing part-time jobs while in college and career employment after graduation
- Coordinates the Co-Op Ed program, linking students with internships where they earn academic credit & valuable work experience

Career Counseling/Job Search

Client Contacts*	
Counseling Appointments	88
Job Search/Résumé Appointments	378
Career Week Workshops (6)	
Participants	208
Career Presentations (121)	
Participants	3,141
 TOTAL	 3,815
Webpage "Hits"(1/02-5/03)	19,364

College of Technology

Client Contacts*	
Job Search Appointments	87
Career Presentations (7)	
Participants	161
"Career Connections" (2)	
Participants	48
 TOTAL	 296

Cooperative Education

Client Contacts*	
Phone Calls	992
Employer Appointments	44
Student Appointments	945
 TOTAL	 1,981

Internships

Unduplicated Students	135
TOTAL STUDENTS PLACED	144
TOTAL CREDITS	560

Unduplicated Faculty Supervisors	42
Faculty Stipends (\$40/cr)	\$ 16,240

Credential File Service

Available to all graduates, this service offers additional support to the job seeker. Educational information, employment history, academic record, and recommendations from employers & professors make up the credential file which is mailed upon request to prospective employers to help them make hiring decisions.

Initiating a credential file also registers the grad with an automated referral system. By major, Career Services provides employers with lists of qualified job seekers; we also alert grads to jobs as they become available.

This year 20 lists of registered grads were sent to employers at their request.

Credential File Registrants (New & Updated)

Arts & Sciences	1
Ed & Human Services	302
Professional Studies	9
Other	30
 TOTAL	 342

Sets of Credentials Mailed

Arts & Sciences	1
Ed & Human Services	716
Professional Studies	28
Other	90
 TOTAL	 835

Job Locator

The Job Location & Development program coordinates part-time jobs for currently enrolled students. Jobs are updated daily and can be viewed by current students at any computer with Internet access.

Employer Contacts	39
PT Jobs Posted	514
Students Employed	293
Avg Hourly Salary	\$6.92
Total Salary Generated	\$513,029

Community Service Workstudy Program places qualified students in non-profit agencies, paying 75% of student wage..... 47 students