

## OUTSTANDING RESULTS, 2004-05

- The 2005 Co-Op Ed Students of the Year were Ben Woods, Erin Harris, Erica Massey, and Brandon Neary.
- Matt Pipinich was the 2005 Work Study Student Employee of the Year.
- 29% more students participated in Cooperative Education internships than in 2003-04.
- New Student Advisory Board formed.
- New weekly presence of Cooperative Education at the College of Technology.
- New Cooperative Education relationship to coordinate internships for the College of Allied Health Professions programs in Human Services, Rehabilitation Counseling, and Health Administration.
- 122% more Job search and Résumé appointments at the COT than last year.
- 37% more hits to Career Services' web site than last year.
- 52% more student participants at COT career presentations.
- Career Services' Noel Hawke was selected to receive an Outstanding Support Staff Award.



[Explore hire education](#)

1500 University Drive  
Billings, MT 59101  
[www.msubillings.edu/careers](http://www.msubillings.edu/careers)

Ph (406) 657-2168  
Fax (406) 657-2189



[Explore hire education](#)

**Annual Report  
Summer 2004-Spring 2005**  
[www.msubillings.edu/careers](http://www.msubillings.edu/careers)

**Mission:**  
To equip all  
students to  
manage their  
careers

To promote  
faculty  
involvement in  
students' career  
success

To connect  
employers with  
a quality  
workforce

## MSU-Billings Career Services ANNUAL REPORT 2004-05

### Senior Campus

#### **Career Counseling & Job Search**

##### *Client Contacts\**

Counseling Appointments	140
Job Search/Résumé Appointments	580
Faculty Contacts	12
Career Workshops	9
Student Participants	179
Career Presentations	86
Student Participants	2,200
Orientations & Admission Tours	207
Student Participants	874
Total Participants	3,985

#### **Cooperative Education**

##### *Client Contacts\**

Cooperative Ed Presentations	44
Student Participants	919
Faculty Contacts	25
Individual Employers Visited	77
Student Appointments	438
Total Participants	1,503

##### *Internships*

Students (unduplicated)	164
Total Student Placements	164
Faculty Supervisors (unduplicated)	52
Credits Earned	659
Faculty Stipends @ \$40/cr.	\$15,000

#### **Credential File Service**

##### *Registrants, New & Updated*

Allied Health Professions	6
Arts & Sciences	11
Education & Human Services	109
Professional Studies	1
Other	20
Total	143

##### *Sets of Credentials Mailed*

Allied Health Professions	1
Arts & Sciences	5
Education & Human Services	730
Professional Studies	9
Other	74
Total	819

*Lists of Job Seekers Sent to Employers* 34

**Web Hits** 20,077

#### **Employer Recruitment**

MSU-Billings students interview with corporate and school recruiters each year. This service provides opportunities for a large number of students over and above the many who find employment with individual assistance from Career Services.

##### *Business and Industry*

Companies Interviewing	79
Students	498

##### *Education*

School Districts Interviewing	34
Students	167
Total Interviews	665

Presentations to Groups of Employers	4
Employers at Group Presentations	68
Individual Employers Visited	25
Full-time Jobs Posted	1,462

#### **Job Location & Development**

Part-time jobs for current students are updated daily on the Web.

Individual Employers Visited	20
Part-time Jobs Posted	598
Students Employed	224
Average Hourly Salary	\$7.25
Total Potential Salary Generated	\$410,025

#### **Community Service Work-Study Program**

Places qualified students in non-profit agencies, paying 75% of student wage.

Students Employed	67
Positions Posted	51

### College of Technology

##### *Client Contacts\**

Job Search/Résumé Appointments	136
Faculty Contacts	14
Career Presentations	39

Student Participants	538
Recruiters at COT	9
Employer Events	2
Student Participants	53
Total Participants	741

##### *Note:*

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