

Outstanding Results 2011-2012

- Career Services successfully extended the Employer Partnership Program with:

Gold Partners: **Billings Clinic, Yellowstone Boys & Girls Ranch and EideBailly**
Silver Partner: **KPMG**

The Employer Partnership Program funded Student Advocate Scholarships for:

Siwei Fang, Business Mgmt
Catharina Keim, Environ Studies

My experience as a Career Service Student Advocate was great. I did one internship with the City of Billings and another with the Montana Bureau of Mines & Geology where I was hired after graduating. I recommend becoming part of the CSSA Family for any student who is interested in gaining more confidence in job search and hiring processes. Catharina, B.A. 2012

- Career Services hired **Danielle O'Leary**, Data Technician, and **Jenny Hartman**, Office Manager.
- CareerLink**, established in August 2006, now serves over 2,900 active students and 2,600 employers who have posted more than 9,300 FT and PT jobs. **CareerLink** postings now include all work study jobs, both on- and off-campus.
- Cooperative Education placed 241 student interns (9% increase from 2010-11)**, generating more than **900 credits**, (approximately 53 undergrad & 10 graduate FTE). Paid interns earned an average of \$11.92/hr.
- Recognized for their outstanding internship contributions, the Cooperative Education Student Interns of the Year included:
Alicia Domagla, Criminal Justice
Megan Rees, Finance
Lauri Michael-Burton, Health Admin
Larry Herman, Process Plant
- Student Employee of the Year was **Isaiah Garrison**, nominated by MSUB Housing.

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Annual Report
Summer 2011-Spring 2012
www.msubillings.edu/careers

Vision:

Career Services will be recognized as a leader in providing excellent, innovative, and comprehensive career, internship & employment services to campus and community.

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 2011-2012

Senior Campus

Career Counseling & Job Search

*Client Contacts**

Counseling Appointments	365
Résumé critiques	922
Career presentations	86
Student participants	2,385
Orientations & Admission tours	29
Student participants	91
<i>Total participants*</i>	<i>3,763</i>

Cooperative Education

*Client Contacts**

Faculty contacts	5
Individual employers visited	42
Student appointments	384
<i>Total participants*</i>	<i>431</i>

Internships

Students (unduplicated)	241
Total student placements	241
Faculty Supervisors (unduplicated)	50
Credits Earned	907
Faculty Stipends @ \$40/cr.	\$22,528
<i>Jobs offered to Interns</i>	<i>82</i>

Credential File Service

Registrants, New & Updated

Allied Health Professions	0
Arts & Sciences	0
Education	16
Professional Studies	0
Other	0
<i>Total files new and updated</i>	<i>16</i>

Sets of Credentials Mailed

Allied Health Professions	2
Arts & Sciences	2
Education	98
Professional Studies	1
Other	0
<i>Total files sent</i>	<i>103</i>

Web Hits 18,788

CareerLink

Students

New students registered	1,682
Total students registered	2,911

Employers

Contacts registered	2,004
Employer views of student profiles	597

Senior Campus

Employer Recruitment

Business and Industry

Events	27
Companies interviewing	107
Students participating	551

Education

Events	1
School districts interviewing	21
Students participating	71

*Total students participating** 320

Individual employers visited	56
Full-time jobs posted in CareerLink	1,698

Job Location & Development

Individual employers visited	2
Part-time jobs posted in CareerLink	250
Students employed in PT jobs	122
Average hourly salary	\$10.15
Total potential salary generated	\$533,269

Work Study (*Career Services coordinated with Financial Aid, Human Resources & Payroll to post all WS jobs in CareerLink*)

Community Service Work-Study Program

Federal program places qualified students in non-profit agencies, paying 75% of student wage. America Reads pays 100% of tutor wage.

Students employed	118
Participating agencies	26
Positions posted	32

On-Campus Work-Study Program

Students employed	205
Positions posted	44

College of Technology Campus

Career Counseling & Job Search

*Client Contacts**

Counseling appointments	124
Résumé critiques	230
Faculty contacts	6
Career presentations	40
Student participants	616
<i>Total participants*</i>	<i>970</i>

Employer Recruitment

Business and Industry

Events	19
Companies recruiting	56
Students participating*	345

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