

Outstanding Results 2012-2013

- Career Services successfully extended its Employer Partnership Program with:

Platinum Partner: **KSVI/KHMT**

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

Silver Partners: **KPMG and Wells Fargo**

The Employer Partnership Program funded a Student Advocate Scholarship for:

Ashlee Rangitsch, HS/CJ major

- Recognized for their outstanding internship contributions, the Cooperative Education Student Interns of the Year included:

Tia Robinette, Human Services

Patrick Mueller, Art

Matthew Wallila, Business Admin

Rob Hutchinson, Diesel Tech

Bob Durden, Intern Supervisor
Yellowstone Art Museum:

"The Co-Op Ed partnership with MSUB has been thoughtful and constructive. Attention from the University and the faculty advisor have ensured a positive and meaningful outcome for our institution, and hopefully, for our student intern. Goals, expectations and responsibilities were clearly defined from the outset, and we appreciate the professionalism of the University staff, faculty, and students whom we serve."

- Student Employee of the Year was **Jin Hyung Lee**, nominated by MSUB Office of International Studies.
- Career Services supported the transition of College of Technology to City College with increased staffing and stronger relationships with faculty.
- Career Services participated in the Issksiniip Project that funds scholarships for Blackfeet and other Native American students seeking careers in healthcare.

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Annual Report
Summer 2012-Spring 2013
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 2012-2013

University Campus

Career Counseling & Job Search

Client Contacts*

Counseling Appointments	379
Résumé critiques	827
Faculty contacts	10
Career presentations	87
Participants	1,660
New Student tours	86
Participants	247
<i>Total participants*</i>	<i>3,123</i>

Cooperative Education

Client Contacts*

Faculty contacts	15
Individual employers visited	30
Student appointments	282
<i>Total participants*</i>	<i>327</i>

Internships

Students registered (unduplicated)	241
Faculty supervisors (unduplicated)	48
Faculty stipends @ \$40/cr.	\$23,400
Average paid student salary	\$12.38
Jobs offered to Interns	82
Credits earned	
Undergraduate	760
Graduate	167
FTE generated (estimated)	
Undergraduate	51
Graduate	14
New/Updated internship postings	397

Credential File Service

Registrants, New & Updated

Total files new and updated	8
Sets of Credentials Mailed	
Total files sent	44

CareerLink

New student accounts	1,120
Total active students	3,307
Businesses registered	2,879
Contacts registered	1,340
Employer views of student profiles	816
Full-time jobs posted	1,780
Part-time jobs posted	206
Total active jobs	3,718

Web Hits	15,690
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University Campus

Employer Recruitment: occurs Sept.—April

Events	6
Companies interviewing	148
**Students participating	87
Interviews, Ask an Exec and Info Tables	
Companies recruiting	29
Students participating AaE, IT	196
Students interviewing	10
Employer Panels	1
Employers attending	4
Students participants	2
<i>Total Student participants*</i>	<i>295</i>
<i>Total Employer participants*</i>	<i>181</i>
Individual employers visited	81

Job Location & Development

Individual employers visited	15
JLD jobs posted in CareerLink	386
Students employed in JLD jobs	123
Average hourly salary	\$10.57
Total potential salary generated	\$507,486

Community Service Work-Study Program

Federal program places qualified students in non-profit agencies, paying 70% of student wage. America Reads pays 100% of tutor wage.

Students employed	123
Participating agencies	42
Positions posted in CareerLink	53
CSWS employer site visits	9

On-Campus Work-Study Program

Students employed	356
Positions posted in CareerLink	32

City College Campus

Career Counseling & Job Search

Client Contacts*

Counseling appointments	131
Résumé critiques	237
Faculty contacts	9
Career presentations	55
Participants	1,013
<i>Total participants*</i>	<i>1,390</i>

Employer Recruitment: occurs Sept.—April

Events	2
Companies interviewing	39
**Students participating	111
Interviews, Ask an Exec and Info Tables	
Companies recruiting	22
Students participating AaE, IT	123
Students interviewing	0
Employer Panels	1
Employers attending	5
Students participants	20
<i>Total Student participants*</i>	<i>254</i>
<i>Total Employer participants*</i>	<i>66</i>

**Some clients receive multiple services and are duplicated individuals.*

***Student participation number is not accurate due to new event venue.*