

Outstanding Results 2013-2014

- 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, Northwestern Mutual Financial, and Wells Fargo**

- The Employer Partnership Program funded Student Advocate Scholarships for:
Stephanie Thome, B.S. Accounting
Susan Pederson, B.S. Accounting
- Recognized for her outstanding contributions at The Family Tree, the Cooperative Education Student Intern of the Year was Human Services major **Julie Hoffman**.
- Student Employee of the Year was **Morgan Riggs**, nominated by Student Health Services at MSUB.
- Career Services hired **Cindy Millard** as Employment Services Coordinator and **Shandi Samson** as Program Coordinator.
- **Mandy** attended the national *Cooperative Education & Internship Assoc.* conference; **Cindy** attended the *Western Assoc. of Student Employment Administrators* conference; **Shandi** attended the annual *CSO Interfase* conference; and **Pat** attended the state *Society for Human Resource Management* conference.
- Employers love MSUB students!

"She's a wonderful work study student! We hired her into a position at our agency after her work study contract ended. What a great experience."

Clare White, The Center for Children & Families

- Students love MSUB!

"MSU Billings exceeded my expectations, and I am forever grateful that I came here to finish school. Thank you for giving me an opportunity to grow."

Keshia Barber, Spring 2014 Intern at Passages B.S. Human Services, Class of 2014

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Annual Report
Summer 2013-Spring 2014
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 2013-2014

University Campus

Career Counseling & Job Search

Client Contacts*

| | |
|----------------------------|--------------|
| Counseling Appointments | 251 |
| Résumé critiques | 616 |
| Faculty contacts | 20 |
| Career presentations | 25 |
| Participants | 567 |
| New Student tours | 53 |
| Participants | 160 |
| <i>Total participants*</i> | <i>1,612</i> |

Cooperative Education

Client Contacts*

| | |
|------------------------------|------------|
| Faculty contacts | 17 |
| Individual employers visited | 15 |
| Student appointments | 173 |
| <i>Total participants*</i> | <i>205</i> |

Internships

| | |
|------------------------------------|----------|
| Students registered (unduplicated) | 196 |
| Faculty supervisors (unduplicated) | 47 |
| Faculty stipends @ \$40/cr. | \$20,880 |
| Average paid student salary | \$12.47 |
| Jobs offered to Interns | 61 |
| Credits earned | |
| Undergraduate | 598 |
| Graduate | 213 |
| FTE generated (estimated) | |
| Undergraduate | 40 |
| Graduate | 18 |
| New/Updated internship postings | 286 |

Credential File Service

Registrants, New & Updated

| | |
|-----------------------------|----|
| Total files new and updated | 12 |
| Sets of Credentials Mailed | |
| Total files sent | 29 |

CareerLink

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|------------------------------------|-------|
| New student accounts | 1,081 |
| Total active students | 3,427 |
| Businesses registered | 3,170 |
| Contacts registered | 1,416 |
| Employer views of student profiles | 906 |
| Full-time jobs posted | 1,264 |
| Part-time jobs posted | 89 |
| Total active jobs | 3,209 |

| | |
|-----------------|---------------|
| Web Hits | 14,302 |
|-----------------|---------------|

University Campus

Employer Recruitment: occurs Sept.—April

| | |
|---|------------|
| Events | 4 |
| Companies interviewing | 95 |
| **Students participating | 219 |
| Interviews, Ask an Exec and Info Tables | |
| Companies recruiting | 23 |
| Students participating AaE, IT | 271 |
| Students interviewing | 24 |
| Employer Panels | 3 |
| Employers attending | 6 |
| Students participants | 45 |
| <i>Total Student participants*</i> | <i>559</i> |
| <i>Total Employer participants*</i> | <i>124</i> |
| Individual employers visited | 35 |

Job Location & Development

| | |
|--------------------------------------|-----------|
| Individual employers visited | 2 |
| JLD jobs posted in CareerLink | 368 |
| Students employed in JLD jobs | 217 |
| Average hourly salary | \$10.30 |
| Total potential salary generated | \$946,114 |

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 | 53 |
| Participating agencies | 19 |
| Positions posted in CareerLink | 42 |
| CSWS employer site visits | 1 |

On-Campus Work-Study Program

| | |
|---------------------------------------|-----|
| Students employed | 239 |
| Positions posted in CareerLink | 45 |

City College Campus

Career Counseling & Job Search

Client Contacts*

| | |
|----------------------------|------------|
| Counseling appointments | 31 |
| Résumé critiques | 72 |
| Faculty contacts | 20 |
| Career presentations | 22 |
| Participants | 353 |
| <i>Total participants*</i> | <i>541</i> |

Employer Recruitment: occurs Sept.—April

| | |
|---|------------|
| Events | 2 |
| Companies interviewing | 44 |
| **Students participating | 115 |
| Interviews, Ask an Exec and Info Tables | |
| Companies recruiting | 13 |
| Students participating AaE, IT | 117 |
| Students interviewing | 4 |
| Employer Panels | 3 |
| Employers attending | 11 |
| Students participants | 63 |
| <i>Total Student participants*</i> | <i>299</i> |
| <i>Total Employer participants*</i> | <i>68</i> |

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

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