

## Outstanding Grads 2010-2011

**78% of Class of 2010 grads who used Career Services while attending MSUB found employment after graduation!**



**Beth Allen, B.S. Finance  
Class of 2011**

"I attribute my new career and accomplishments to the tools Career Services provided me. You do not know what your support and efforts did for me during one of the most challenging times of my life. Keep up the good work!"

As a student, Beth optimized her use of Career Services by participating in **Career Services Student Advocates** and was awarded a \$500 scholarship. She also completed an internship, attended career events, met with career counselors to develop job search strategies, and regularly networked with employers. Her use of services available to all students proved invaluable when securing a job in her major field of study.



**Alicia Meyer, B.S. Public Relations  
Class of 2011**

"Career Services is one of the greatest services that we have on campus! They are doing all the right things to help students."

Alicia immersed herself in campus organizations upon transferring to MSUB. Her initial position as a Work Study student with the MSUB Foundation Office developed into a paid student position, then into an internship, and finally into a job offer upon graduation.

Alicia also played an instrumental role in the United Way's "Live United" program, serving as the Student Trustee on the Billings United Way Board. Her involvement and hard work paid off when she was recognized as both the **MSUB Student Employee of the Year** and the **Montana Student Employee of the Year**. Alicia maximized her use of Career Services by attending career fairs, searching for job opportunities in **CareerLink**, and perfecting her résumé which was critiqued by Career Services professionals.

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## Annual Report Summer 2010-Spring 2011

### 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 2010-2011

### Senior Campus

#### Career Counseling & Job Search

##### *Client Contacts\**

Counseling Appointments	364
Résumé critiques	995
Faculty contacts	2
Career presentations	97
Student participants	2,319
Orientations & Admission tours	101
Student participants	308
<i>Total participants*</i>	<i>4,086</i>

#### Cooperative Education

##### *Client Contacts\**

Faculty contacts	9
Individual employers visited	28
Student appointments	312
<i>Total participants*</i>	<i>349</i>

##### *Internships*

Students (unduplicated)	222
Total student placements	223
Faculty Supervisors (unduplicated)	50
Credits Earned	866
Faculty Stipends @ \$40/cr.	\$21,800
<i>Jobs offered to Interns</i>	<i>64</i>

#### Credential File Service

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

Allied Health Professions	1
Arts & Sciences	4
Education	47
Professional Studies	0
Other	1
<i>Total files new and updated</i>	<i>53</i>

##### *Sets of Credentials Mailed*

Allied Health Professions	1
Arts & Sciences	4
Education	81
Professional Studies	1
Other	0
<i>Total files sent</i>	<i>87</i>

**Web Hits** 20,177

#### **CareerLink**

##### *Students*

New students registered	788
Total students registered	2,614

##### *Employers*

Contacts registered	2,647
Employer views of student profiles	335

### Senior Campus

#### Employer Recruitment

##### *Business and Industry*

Events	35
Companies Recruiting	104
Students participating	794

##### *Education*

Events	1
School districts interviewing	18
Students participating	83
<i>Total students participating*</i>	<i>877</i>

Individual employers visited	59
Full-time jobs posted in <b>CareerLink</b>	703
Part-time jobs posted in <b>CareerLink</b>	157

#### Job Location & Development

Individual employers visited	6
JLD jobs posted in <b>CareerLink</b>	172
Students employed in PT jobs	106
Average hourly salary	\$10.50
Total potential salary generated	\$398,847

#### 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 (unduplicated)	85
Participating agencies	21
Positions posted	30

### College of Technology Campus

#### Career Counseling & Job Search

##### *Client Contacts\**

Counseling appointments	138
Résumé critiques	185
Faculty contacts	2
Career presentations	61
Student participants	1,189
<i>Total participants*</i>	<i>1,514</i>

#### Employer Recruitment

##### *Business and Industry*

Events	27
Companies recruiting	84
Students participating*	336

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