

On-Campus Recruiting

Annually, MSU-Billings students interview with corporate and school recruiters. While this service provides opportunities for a large number of students, many more seek employment with individual assistance from Career Services.

Employers

Business & Industry (includes Fair).....	77
Public & Private Schools (includes Fair).....	46
TOTAL EMPLOYERS	123

Students Interviewing

Business & Industry	659
Public & Private Schools.....	344
TOTAL INTERVIEWS	1,003

Employers post their vacancies for professional & part-time positions directly on the Career Services webpage. Employers posted more than 2,250 jobs from May 2001-April 2002.

**Figures represent total student, alumni, faculty, community and staff contacts. Some clients receive multiple services and are not necessarily unduplicated individuals.*

Career Services & Cooperative Education

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Career Services Annual Report Summer 2001-Spring 2002 www.msubillings.edu/careersvcs

- Assumes an active approach in providing comprehensive services to students and alumni at both Sr and COT campuses
- Assists students and alumni in developing individual responsibility for career decision-making
- Equips students and alumni with job search strategies
- Promotes career awareness across campus
- Assists students in securing part-time jobs while in college and career employment after graduation
- Coordinates the Co-Op Ed program, linking students with internships where they earn academic credit & valuable work experience

Career Counseling: .5 FTE Career Counselor position eliminated 3/02

Client Contacts*	
Counseling Appointments.....	274
CLEP Testing	6
TOTAL	280

College of Technology

Client Contacts*	
Job Search Appointments	102
Career Presentations (12)	
Participants.....	167
“Career Connections” (2)	
Participants.....	90
TOTAL	359
FT Degree-Related Jobs Posted	157

Cooperative Education

Client Contacts*	
Phone Calls	1,968
Employer Appointments.....	43
Student Appointments	1,283
TOTAL	3,294

Internships

Unduplicated Students	166
TOTAL STUDENTS PLACED.....	174
TOTAL CREDITS	657

Unduplicated Faculty Supervisors	50
Faculty Stipends (\$40/cr).....	\$ 21,720

Credential File Service

Available to all graduates, this service offers additional support to the job seeker. Educational information, employment history, academic record, and recommendations from employers & professors make up the credential file which is mailed upon request to prospective employers to help them make hiring decisions.

Initiating a credential file also registers the grad with an automated referral system. By major, Career Services provides employers with lists of qualified job seekers; we also alert grads to jobs as they become available.

This year 49 lists of registered grads were sent to employers at their request.

***Credential File Registrants
(New & Updated)***

Arts & Sciences.....	6
Business	2
Ed & Human Services	160
Masters	6
TOTAL	174

Sets of Credentials Mailed

Arts & Sciences.....	21
Business	18
Ed & Human Services	1,038
TOTAL	1,077

Job Locator

The Job Locator program coordinates part-time jobs for currently enrolled students. Jobs are updated daily and can be viewed by current students at any computer with Internet access.

Employer Appointments.....	45
PT Jobs Posted	564
Students Employed.....	261
Avg Hourly Salary	\$6.83
Total Salary Generated.....	\$314,876
(Excludes childcare & temporary positions)	

Community Service Workstudy Program places qualified students in non-profit agencies, paying 75% of student wage..... 103 students

Job Search

Client Contacts*	
Job Search Appointments	444
Career Week Workshops (6)	
Participants	212
Career Presentations (89)	
Participants	2,545
TOTAL	3,176
Webpage “Hits”	10,328