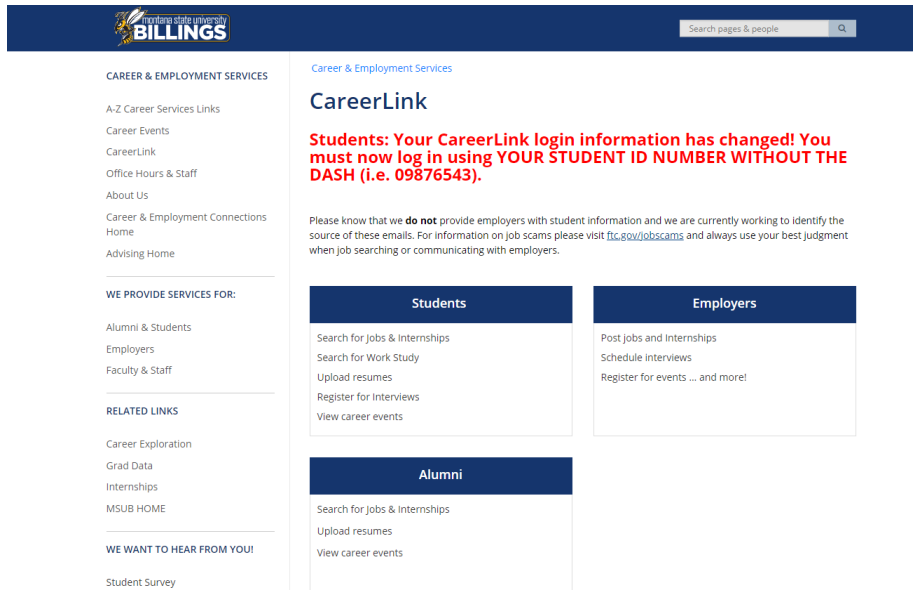


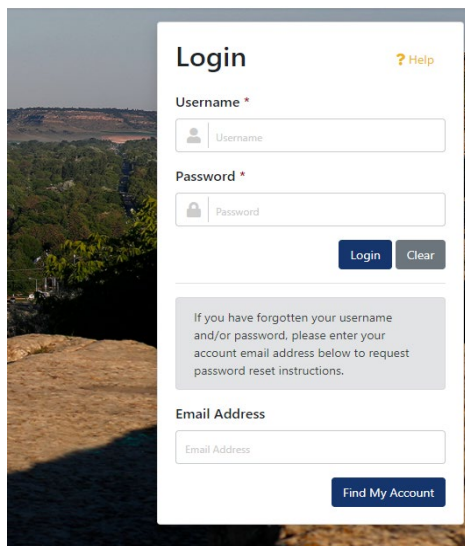
How to Submit a Graduate Assistantship to CareerLink

Before you are able to submit your Graduate Assistantship Contract, you need to have been offered and accepted a Graduate Assistantship position.

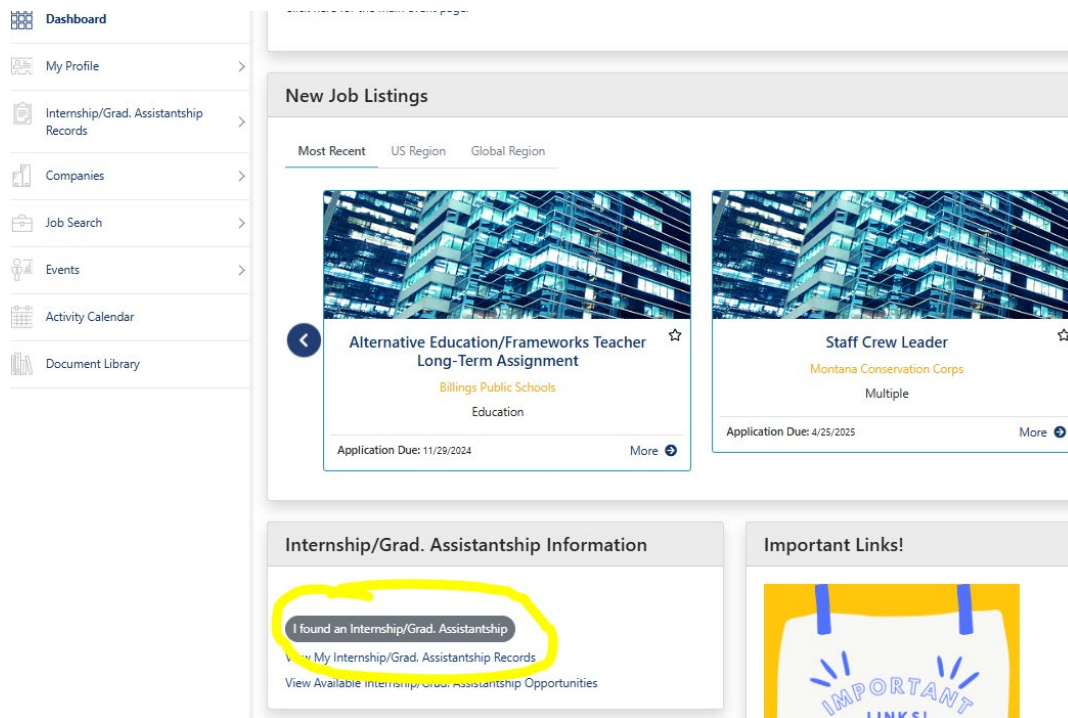
1. Log into your CareerLink account. Visit <http://www.msubillings.edu/careers/clmenu.htm> and click “Students” to get to the login screen.



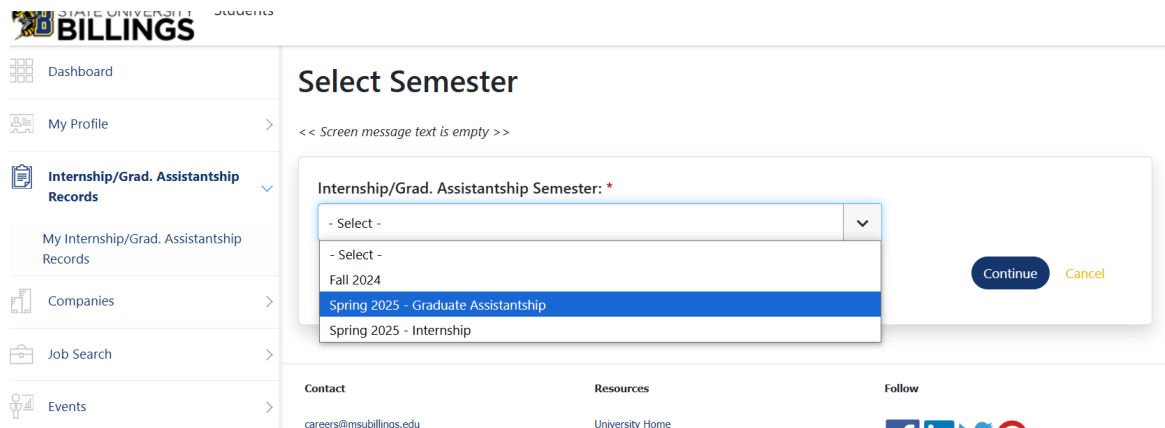
You will already have an account, but you may need to activate it. Your username will be your student ID number **without** the dash. If you had a password in our old version of CareerLink, your password should be the same. If not, or if you don't remember your password, enter your email address and click “Find My Account.” The email address used will be whichever is listed as your preferred email in MyMSUB. If you have issues, call us at 406-657-2168 or email careers@msubillings.edu.



2. Once you've logged in, click the **"I found an Internship/Grad. Assistantship"** button.



3. Select the semester when you'll be doing the Graduate Assistantship.



4. Search **Montana State University Billings** as the company where you'll be doing the Graduate Assistantship. You will then be asked to choose a contact from the company. If your supervisor is not listed, select the Not Found-Skip button. If you choose a name and indicate that the contact is your supervisor, some of the information on the next page will be filled in for you.

- Dashboard
- My Profile >
- Internship/Grad. Assistantship Records** ▾
 - My Internship/Grad. Assistantship Records
- Companies >
- Job Search >
- Events >
- Activity Calendar
- Document Library

I found an Internship/Grad. Assistantship

Select Company

Select Your Company:

Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

PLEASE NOTE THAT YOU WILL NEED TO COMPLETE YOUR INTERNSHIP FORM IN ONE SITTING. IF YOU DO NOT HAVE ALL OF THE INFORMATION FOR YOUR INTERNSHIP NOW, YOU WILL NEED TO COME BACK AND COMPLETE THIS LATER. YOU CAN SEE THE REQUIRED INFORMATION BY SELECTING YOUR COMPANY AND CONTACT. **CLICKING SAVE ON THE FORM WILL SUBMIT YOUR INFORMATION**

Montana State University Billings

Find

☐ Starts with ☒ Contains

- ☐ Montana State University Billings
 City: Billings State: MT Industry: Education
- ☐ Montana State University Billings
 City: Billings State: MT Industry: Other

- Next, you'll be asked a number of questions pertaining to your Graduate Assistantship—where you will be working, your start date, your schedule, things you want to learn, etc. Please note that the supervisor under “Work Information” will be whoever is supervising you during your Graduate Assistantship. When you're done filling this information out, hit “Submit.”

Internship/Grad. Assistantship Detail

Timeline Information

Status

Pending

Organization/Department Name

Montana State University Billings

Start Date *

M/D/YYYY

Estimated Hours Per Week *

10 hours or department approval for Graduate Assistantship.

Type

Graduate Assistantship

Internship/Grad. Assistantship Title *

Schedule (i.e. MWF 12-4) *

Work Information

Supervisor First Name *

Supervisor Last Name *

Supervisor Email *

Email

Address Line 1 *

1500 University

Address Line 2

City *

Billings

State *

MT

Postal Code *

Country

- Select -

Phone *

Graduate Assistantship Information

Graduate Assistantship Description *

Will Graduate Assistantship be on campus, remote, or hybrid? *

- Select -

Please outline your tasks and projects that you plan to do as part of the assistantship (this would make up 75-90% of your time). *

Respond to the following: *

Outline development, administrative, or leadership opportunities within the department or division during this experience (i.e. participation in department meetings or university committees, learning new software/computer-based systems, project management, collecting or correlating data, etc.) (this would make up 10-25% of your time).

Address proposed deliverables as a result of the assistantship (i.e. presentation, marketing materials, project summary, etc.). *

Agree to following statement: *

Students in the Graduate Assistantship must be **registered for six credits** each semester of an assistantship. Students not enrolled for the summer may have the option to work during the summer without the tuition waiver. *Please note that if you work **less than five hours (average)** or **drop below six credits**, you will forfeit the GA position.*

☐ I agree.

Agree to following statement: *

Responsibilities of the Graduate Assistantship may include teaching, research, professional service, or other related duties as assigned and outlined by the Work Summary. Your supervisor will follow up with details regarding responsibilities. Feel free to reach out to them or Career & Employment Services at any time during your assistantship.

☐ I agree.

Agree to have read the following: *

I understand that tuition waivers are considered a type of financial aid so consult with the Financial Aid office about costs and caps on school financial aid.

☐ I agree.

Acknowledge having read the following statement: *

The assistantship is approximately **10 hours** a week for 15 weeks at \$15.00 per hour. Employment taxes will be taken out and you will be paid every two weeks. Hours worked must be reported to the payroll office through Myinfo every two weeks. You may also receive a tuition waiver credit of \$1,500.00 for each semester of the assistantship, depending at what point you start the assistantship in the semester.

☐ I agree.

Acknowledge having read the following: *

In order to be paid, you will need to visit MSUB's Human Resources office to complete employment paperwork and bring the following identification with you: Driver's license or student ID and valid Social Security Card or a passport. They cannot be copies.

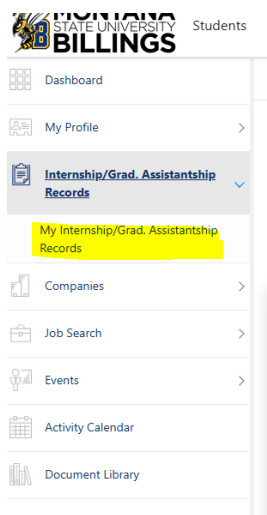
☐ I agree.

Your signature below indicates acceptance of this assistantship offer and terms. *

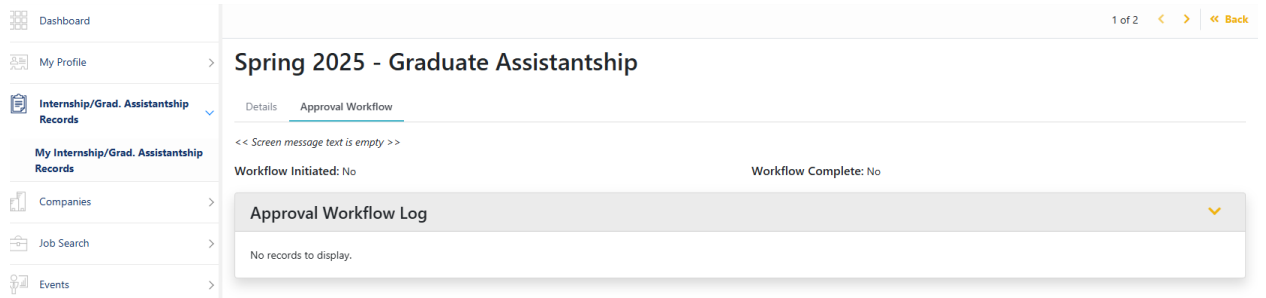
Submit

Cancel

6. After you hit submit, you should see a form showing exactly what you just submitted. You can also see this by clicking “**Internship/Grad. Assistantship Records**” and then “**My Internship/Grad. Assistantship Records**” on the sidebar.



7. If you click the semester heading (ie Spring 2025 – Graduate Assistantship) in the My Internship/Grad. Assistantship Records tab, you can see all of the details you submitted as well as the Graduate Assistantship approval workflow.



8. Now that you've submitted your Graduate Assistantship contract, we will process the work flow to seek approvals from your Graduate Assistantship Supervisor and the Faculty Director of Graduate Studies to electronically approve of the Graduate Assistantship. Our office will keep in touch with you to let you know if we haven't received those approvals or if we are missing any information. Once the approvals have been processed, we will contact you regarding your next steps in the Graduate Assistantship process.