

CAREER & EMPLOYMENT SERVICES

Library 100, (406) 657-2168

City College Jacket Student Central, (406) 657-2168

www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>)

Career & Employment Services provides career exploration and helps students access part-time jobs, internships, and work-study opportunities while they are in school, and help them secure full-time employment upon graduation.

Internships/Job Locator

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Internships create educational partnerships among Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit while combining classroom learning with practical work experience. Learn more at www.msubillings.edu/careers/cooped/students.htm (<http://www.msubillings.edu/careers/cooped/students.htm>)

Career & Employment Services can help students through the internship search and registration process. Students are not automatically placed in an internship, they will need to apply and interview for internships, just like applying for a job. The application process can be competitive, so students are encouraged to start their search early and have Career & Employment Services review their resume and cover letter to give them the best chance of landing the perfect spot.

Students may begin looking for internships on CareerLink, at www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>). Students can also make an appointment with Career & Employment Services to contact those potential employers. For students who want to consider utilizing their current employer for internships, they would need to make sure at least 75% of the internship duties must be new and different from the student's day-to-day duties in their current position. For all internships, at least 80% of the job duties must be degree-related in nature.