Department: Career Services

Mission Statement
The mission of Career Services is to provide quality educational, career and life planning services to assist all students and alumni of the University achieve their personal and professional goals, both now and in the future. Toward this end, Career Services provides an array of services designed to support the academic mission of the University while also fostering the out-of-classroom development of the individual as it relates to the realistic setting and attainment of career and life goals.

Responsibilities
SAIL interns will tour Career Services facilities on both Mountain and COT campuses. Interns will job shadow Career Services staff and learn about all aspects of our department including: student appointments (career-education decision-making, assessment, business communication assistance, job search, interviewing assistance, etc.); Testing Services; Student Employment; Griz eRecruiting; and Employer Outreach & Recruitment. SAIL interns participate in Career Services special events such as career fairs, workshops, Ask-an-Alum luncheons, UM Days, C&I 160 presentations, and New Employee Orientations, and office meetings.

Weekly Schedule*

Week One
1. Participate in an introductory meeting with the Director
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
2. Tour facilities (COT & Mountain campus).
3. Establish work schedule and establish four week plan
4. Research/become familiar with relevant resources and reading material

Week Two
1. Job shadow/interview Career Services staff
2. Complete career/personality assessments
3. Become familiar with Career Services website and resources
4. Explore Griz eRecruiting, set up an account, upload documents

Week Three
1. Sit in with counselors during student appointments i.e. career-educational decision-making, career/personality assessment & interpretation, interviewing, job search, graduate school application etc.
2. Attend career fairs, workshops, UM Days, presentations (as intern availability allows)
3. Become familiar with Testing Services department and Peace Corps program/recruitment
4. Learn about Student Employment: SEOTY; Student Employment website, employer development, JLD, professional organizations

Week Four
1. Meet with OCS Office Manager for an overview of office policy, budget and management
2. May assist with new or ongoing departmental projects
3. Attend OCS marketing meetings
4. Attend an exit meeting with the Career Services SAIL Coordinator to clarify any questions, review the Supervisor’s Evaluation of the Intern, and discuss interest in a 16 week spring rotation
*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.

**Observation and Job Shadow Opportunities**
Career Services employs 10 staff members and SAIL interns will job shadow/interview:
1. Director of Career Services
2. Counselors (3)
3. Testing Services Coordinator
4. Front Desk Reception
5. Program Manager
6. Office Manager/Testing Services Manager
7. Employer Development/Recruitment Coordinator
8. IT Coordinator
9. Peace Corps representative

**Recommended Reading**
- NACE Principles for Professional Practice for Career Services and Employment Professionals
- NACE/Professional Standards for College and University Career Services
- NACE Career Services Benchmark Survey
- MPACE/Regional Associations
- NASPA/ACPA Professional Competency Areas for Student Affairs Practitioners
- NCDA Career Counseling Competencies
- NCDA Multicultural Career Counseling and Development Competencies
- Career Counseling Theories
- Self-Study/External Review Reports
- Assessment Projects
- Career Services Profession PowerPoint

**Learning Outcomes**
Will have an understanding of the various professional positions within the department.
Will be knowledgeable of the variety of programs and services provided by the department.
Will have a basic understanding of the counselor/client relationship.
Will be aware of relevant professional standards and professional competencies.

**Assessment**
SAIL interns will participate in career and personality assessments and interpretations with a Career Services counselor. Interns will also participate in Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department.

**Terms of Employment**
This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

**How to Apply**
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at [www.umt.edu/sa](http://www.umt.edu/sa)

**Department Contact Information**
1. Contact the Career Services SAIL liaison, Laurie Fisher, at 406-243-6989 or laurie.fisher@umontana.edu
2. Contact the SAIL Coordinator Byron Drake at 406-243-4139 or byron.drake@mso.umt.edu