

Using *RMC CareerLink*

Students and alumni of Rocky Mountain College are able to access *RMC CareerLink*, an on-line job-posting site that employers from RMC, Billings, Montana and even across the nation use to post work study, internships, full- and part-time jobs, and seasonal opportunities. New opportunities appear every day, and announcements are posted regarding campus visits from employers or graduate schools, career or networking opportunities in the area, and workshops and events on campus that will benefit students and alumni in their career development process.

Basic Registration Steps for NEW Users:

1. Access [website](#) shown below (Figure 1) by typing it into your browser
2. Click on Register
3. Complete the Student Registration form (Figure 2), clicking on Submit when done, you'll receive a confirmation message (Figure 3) NOTE: you must complete all fields or areas with a red asterisk (*)
4. You will receive TWO emails, and once you complete the steps in each email, you will have full access to *RMC CareerLink*.
 - a. The first email directs you to confirm your email address (Figure 4), giving you another confirmation message (Figure 5)
 - b. The second email directs you to set your password (Figure 6)

Basic Login Steps for PREVIOUS Users:

1. Access [website](#) shown below (Figure 1) by typing it into your browser
2. Sign in using the Username and Password that you set up previously – NOTE: This is NOT the Username and Password that you use to access your Campus Portal and other RMC eo services
 - a. If you have forgotten your Password, there is a Forgot Password option on the screen (Figure 1), it will ask you to provide your Username, then the system will send you an email that allows you to reset your Password
 - b. If you have forgotten your Username, you will need to contact Career Services at 406o 657o 1039, or careerservices@rocky.edu, or in the Bair Family Student Center – Student Services Offices

Basic JOB SEARCH Procedures:

1. Once logged into *RMC CareerLink*, under the Jobs tab, click on Rocky CareerLink (Figure 7)
2. This will show all current job postings - to create a more specific list, click on Advanced Search
3. You will be able to narrow the results by things like Position Type (Work Study, Full-time, Part-time, Internship), Posting Date (shows jobs posted in the last xx days), Location of job, Industry of job (Arts and Entertainment, Construction, Investment Banking, etc.), or Job Function (administrative support, graphic design, human resources, etc.). (Figure 8)
4. When you see a job that interests you, you can click on the job title to learn more – look for application instructions, contact person, qualifications (Figure 9)

https://rocky-mountain-csm.simplicity.com/students/index.php

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by simplicity

Sign in **Previous Users** **New Users**

Log In
Please enter your username and password.
Username (your user name)

Password

Go Reset [Forgot Password](#)

Register
Register for a new account.

Forgot password?



Learn More About Career Services Manager
Built from the ground up by career services professionals, CSM enhances how information is shared and processed both within the university and between students and employers. Learn more about CSM's unique features below!

Resume Builder and Letter Writing Tools

- Career Events and Job Fairs
- Employer Information Sessions
- Resource Library
- Jobs and Internships
- Extended Job Search

Create great resumes and cover letters that employers will notice! The Enhanced Resume and Cover Letter Builder provides all the online tools and professional assistance you need to create an unlimited number of cutting edge documents.



Find a variety of 'starter' resumes with various section headers and real-life resume examples. Strengthen your resume with our suggested action words and customizable bullet points.

Preview and select from a wealth of customizable, modern resume layout styles. Upon completion, save your resume as a PDF/Word docs, or

Figure 1

mountain-csm.symplicity.com/students/index.php

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Register

Sign in Forgot my password Register

Student Registration

* indicates a required field

Full Name*: First Mi Last

First:

MI:

Last:

Email*:

Phone*:

School Address*:

Address

Please provide as much information as possible

Street Address
Enter the Street Address, using multiple lines if necessary

City
Enter the City.

State/Province
Enter the State/Province.

Figure 2

https://rocky-mountain-csm.symplicity.com/students/index.php?signin_tab=2#form_error_message

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Register

Sign in Forgot my password Register

Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.

NACElink CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

Privacy Policy | Terms of Use

Figure 3



Figure 4

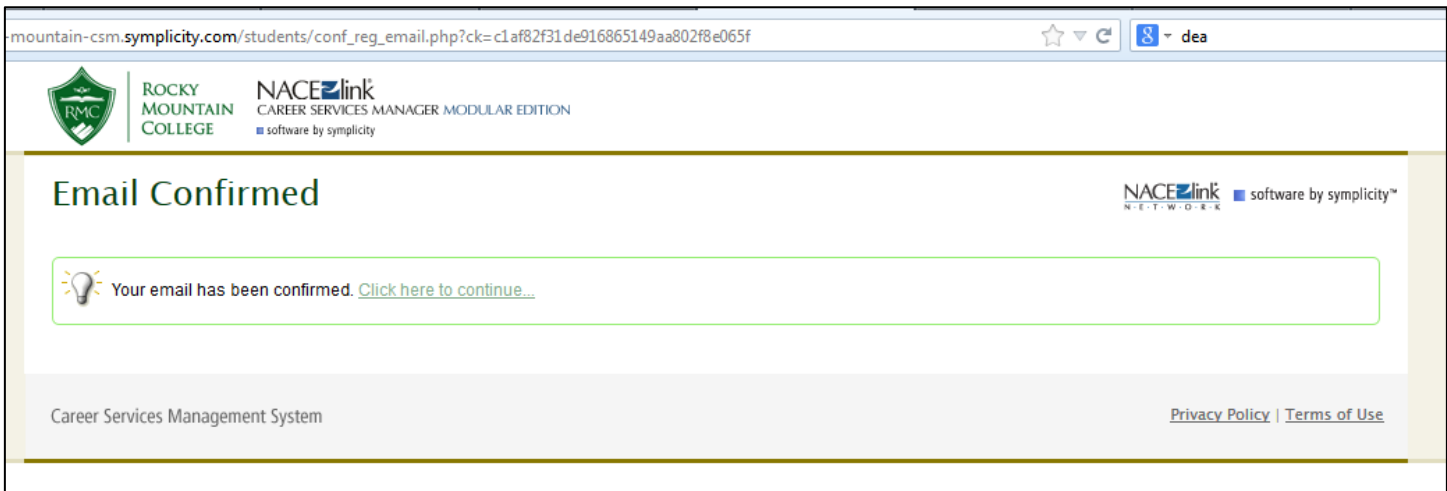


Figure 5

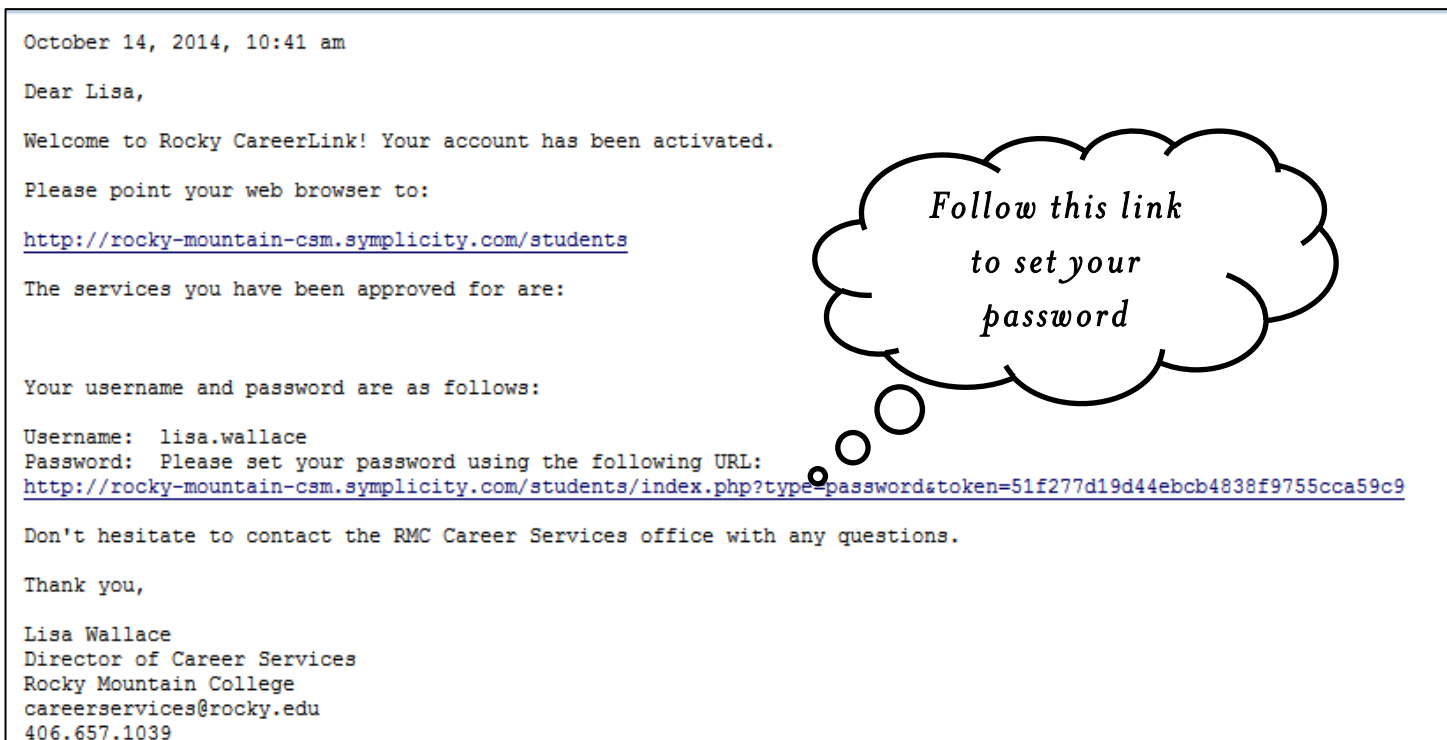


Figure 6

job postings

Jobs My Favorites Applications

Find jobs by description, location and more

Search

Advanced Search

Saved Searches

Show Me

All Job Listings

Exclude Jobs I've Applied For

yes no

Jobs located within
U.S. jobs only (maximum 150 miles).

miles of zip code

Job Function

- Accounting/Auditing
- Administrative/Support Services
- Advertising
- Agribusiness/Agriculture/Forestry
- Architectural Services

Industry

- [no selection]
- Accounting
- Administrative, Technical, and Professional Services
- Aerospace/Defense
- Agriculture
- Architecture/Urban Planning
- Arts and Entertainment
- Automotive

Ignore National Jobs

yes no

Position Type

- [no selection]
- Entry Level (Seniors and Recent Grads)
- Full-time Experienced
- Internship/Co-op
- Part-time
- Work-Study

Posting Date (last # days)

Search

Reset

More Filters

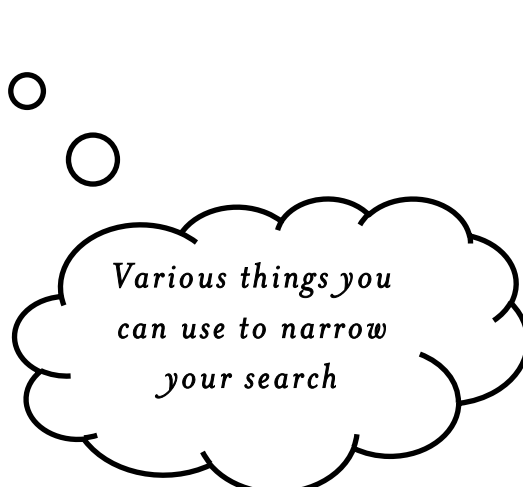


Figure 8

coaching company. This company is currently expanding looking for an intern for a position in the field of Business fun in all areas ... [More](#)

6. **Central Operations Clerk** **Posted: October 13, 2014**
 Will assist Central Operations staff in all phases of operation. Sorting inbound and outbound mail, operating Pitney Bowes and Xerox equipment, customer service as well as various projects. Candidates must be available between 10AM and ... [More](#)
 POSITION TYPE Work-Study
 ID 4310

7. **Computer Science Lab Manager** **Application Deadline: October 20, 2014** **Posted: October 13, 2014**
 The Computer Science Lab Manager is responsible for the organization and maintenance of Computer Science lab facilities, including the teaching lab (Tech 16), the special projects lab (Tech 15R), and the Server Room/Supply closet. Specifically, ... [More](#)
 EMPLOYER [Rocky Mountain College](#) POSITION TYPE Part-time, Work-Study
 LOCATION Billings, Montana

8. **Human Resources/Business Intern**
 Living Full Out Inc. is looking for business and human resource consulting company. This is a major looking ... [More](#)

9. **Journalism/Writing Intern**
 Great opportunity to work for a coaching company. This company is looking for an intern position looking for hands-on experience

To learn more about THIS job, click on the job title...

...to get THESE details

Central Operations Clerk
 Rocky Mountain College

Posted: Oct 13, 2014
POSITION TYPE Work-Study **DESIRED START DATE** October 20, 2014

DESCRIPTION
 Will assist Central Operations staff in all phases of operations.
 Sorting inbound and outbound mail, operating Pitney Bowes and Xerox equipment, customer service as well as various projects.
 Candidates must be available between 10AM and 2PM at least three days a week with computer skills including spread sheets.

Employer Profile

HOW TO APPLY
 Visit the Financial Aid Office to obtain a Work Study Authorization Form. Bring a copy of your class schedule with you to visit with Leon in the Mail Room in the Bair Family Student Center.

IMPORTANT DATES
Posted On: October 13, 2014
Applications Accepted Until: December 11, 2014

DIVISION
 Bair Student Center

LOCATION
City Billings
State/Province Montana
Country United States

JOB FUNCTION
 Administrative/Support Services

QUALIFICATIONS
 Student MUST be eligible for Federal or Rocky Work Study.

CONTACT INFORMATION
Employer: Rocky Mountain College
Name: Leon Bruner
Title: Director of Central Operations
Phone: 406-657-1156
Address: 1511 Poly Dr
 Billings, MT
 59102-1796 United States

Figure 9