

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Assistant to the President
Sub-Group:
Series: Subject File

Record Group no: W440
Sub-group no:
Series no: 1

Description of series and contents:

The position was created in 1974 as a general Officer of the college responsible for facilities planning and the management of campus operations. The office reports directly to the President. Major operations under the direction of the Assistant to the President include: Physical Plant & Shop Staff, Custodial Staff, Telephone Operators, Audio-visual Services, Warehousing, Security Forces, Building Design & Alliterations and Physical Space Catalogue. Prior to 1974 the duties were the responsibility of the Business Manager's Office. See also Physical Plant Records, W428.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Campus Visitation Program for Prospective Students	nd
1	2	Education Professions Development Act Project: Training Teachers in Early Childhood Education	1969
1	3	Rotary Club	1966, nd
1	4	South Carolina State Employees Association	1967
1	5	Southern Association of Business Offices	1966-1968
1	6	Physical Education Facilities	1965-1967