

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Placement and Career Planning, Office of
Sub-Group: _____
Series: Various Records

Record Group no: W441
Sub-group no: ____
Series no: 1

Description of series and its contents:

This series consists of the various records produced by the Office of Placement and Career Planning. The Office of Placement and Career Planning has been renamed the Office of Career Services. The records in this collection are not of sufficient quantity to constitute their own series. They are arranged by type and subject as they are received. The series will be used until such time that a large quantity of records is transferred from the Office of Placement and Career Planning. See also microfilmed records (W427.8).

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Effective Problem Solving Program	nd
1	2-3	Graduate Study Programs	1972-1978, nd
1	4	Government Publications	1974
1	5	Placement and Career Planning Brochures	1979, ca1980s, nd
1	5	Job Search Manual	1991-1992
2	7	SIGI	1975-1980
2	8-9	Reports	1973-1980
3	10	Interviews	1978-1979
3	11	Student Affairs	1977-1978
3	12	Legal Requirements	1975-1977
3	13-14	Workshops	1972-1980
4	15	Communications	1976-1978
4	16-17	Resume and Employer Information	1979-1980
4	18	Teaching and Assessment	1961-1977
4	19	Family and Educational Rights and Privacy Act of 1974	1975-1976
4	20	Self-Study Information	1976
5	21-22	Employment	1975-1980
5	23	College of Arts and Sciences	1979
5	24	Directories of Businesses	1976-1978
6	25	Surveys	1975-1979
6	26	Programs	1976-1980
6	27	Position Descriptions	1979-1980
7	28	Budget Requests and Projections	1972-1982
7	29	Operating Reports	1979-1980
7	30	Co-op Seminar	1980
7	31	Career Packets	1972-1977
8	32	Placement Objectives	1975-1977
8	33	Personnel Placement	1973-1980
8	34	College Placement Council	1975-1979
8	35	Career Services Brochure	2005
8	36	"The Center News" Newsletter	2006
8	37	Career Advising Tips	2006
8	38	Job Search Manual	1992-1993
8	39	Production Orders	ca. 1980s
8	40	Flyers and Poster	ca. 1980s