

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         |