

Guide to the Office of Career Development BC05.09

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English

Describing Archives: A Content Standard

Barnard Archives and Special Collections

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New York, NY 10027

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URL: <http://archives.barnard.edu/>

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Summary Information

Repository:	Barnard Archives and Special Collections
Source:	Barnard College. Office of Career Development
Creator:	Barnard College. Office of Career Development
Title:	Office of Career Development
ID:	BC05.09
ID [aspace_uri]:	/repositories/2/resources/36
Date [inclusive]:	1905-2018
Physical Description:	15.17 Linear Feet 9 document boxes, 8 filing cabinet drawers
Physical Location:	This collection is located in the Barnard Archives and Special Collections, Barnard Library. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu.
Language of the Material:	English .
Abstract:	This collection consists of the records of the Barnard College Office of Career Development.

Preferred Citation

Office of Career Development Collection, 1905 - 2003; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

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Historical Background

The Barnard Career Services office was first established as the Associate Alumnae of Barnard College Committee on Employment, in 1911. Its purpose then was to place Barnard students and alumnae at full or part-time jobs appropriate to their studies while at Barnard. Yearly reports from this time period list the number of positions available, gleaned through word of mouth and postings provided by organizations.

Following 1921, the Associate Alumnae of Barnard College Committee on Employment became the Occupation Bureau. This change in name also signaled a change in the role of the Occupation Bureau. In a report on the years 1921 to 1922, the Occupation Bureau outlined the new record keeping process, similar to fellow institution Vassar, in which the office kept each student's "scholastic record, her extra-curricular interests and vocational plans as far as known, and her experience."

In 1951, the name was changed again from Occupation Bureau to the Placement Office. With this name change came additional roles for the office. The annual reports from this period show an increased emphasis on tracking undergraduate student employment, as well as providing programming relevant to junior and senior job seeking students. The services offered by the Placement Office expanded to include a Vocational Conference featuring presentations from organization representatives. Despite the increased emphasis on planning, as the Director of the Placement Office Ruth Houghton noted, the office still fell short in bridging the gap between academic advice administered by faculty and the job placement duties fulfilled by the Placement Office. In 1966, the Placement Office underwent another name change, to the Office of Placement and Career Planning, and with a new assistant director, Barbara Lickus, "turned our attention to reaching more undergraduates and providing expanded service to them and alumnae." The Office of Placement and Career Planning remained as such until 1978, when it became simply the Office of Career Services. The office is now called the Office of Career Development.

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Collection Scope and Content Summary

The Career Services collection contains materials relating to the history of career placement and job training programs at Barnard College, from 1911 until 2003. The collection contains annual reports, which detail the organizational changes within the Career Services office, as well as the change in mission and role over time. The collection also contains annual reports from the Internship Program, from the years 1980 to 1989, which provided Barnard students with internships over the summer and during the intersession, in order to assist them with acquiring job skills or securing a position upon graduation from Barnard.

The Career Services collection also contains materials relating to special programs and events offered by the office, including: the Radio Summer Institute, which was a partnership between NBC and Barnard College to provide students with skills necessary for a career in radio and television broadcasting; the Vocational Conferences and workshops; and Community Service workshops, an "experimental program" designed to provide skill acquisition and counseling for women (not just Barnard alumnae) who were interested in entering or returning to the job market.

The Career Services office maintained records of student employment post graduation, from the years of 1958 to 1979. The collection also contains newsletters from the Career Services

office from 1974 to 1986, which show the breadth of offerings for students from the Career Services office. Finally, the collection also contains a filing cabinet containing student alumna registration cards from 1915 to 1992.

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Collection Arrangement

The collection is arranged in the order in which it was received. Newsletters and Annual Reports are arranged chronologically in labeled folders. Student alumna registration cards are arranged in a filing cabinet in alphabetical order.

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Administrative Information

Publication Statement

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Access

This collection has no restrictions.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard Archives and Special Collections. The Barnard Archives and Special Collections approves permission to publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Reproductions Restrictions

Single photocopies or scans may be made for research purposes.

Acquisition Information

Transferred from the Barnard College Office of Career Development in 2000 and 2006.

Accruals

Additions are expected.

Processing History

This collection was processed and the finding aid written by Dinah Handel, February 2015.

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Controlled Access Headings

- Barnard College -- Alumni and alumnae
- Women's colleges -- New York (State) -- New York
- College administrators
- Barnard College
- Women -- Employment
- Barnard College. Office of Career Development

Collection Inventory

Title/Description	Instances
Annual Reports, 1910-1987 <u>Physical Description:</u> 1 box <u>Language of the Material:</u> English.	box 1
Annual Reports, Statistics, and Brochure, 1950-1989 <u>Physical Description:</u> 1 box <u>Language of the Material:</u> English.	box 2
Radio Summer Institute. Budget, correspondence, application forms, and inquiries., 1950-1958 <u>Physical Description:</u> 1 box	box 3

Language of the Material: English.

Vocational Committee: Conferences and workshops., box 4
1943-1966

Physical Description: 1 box

Language of the Material: English.

Community Service Workshops: Proposals, reports, budgets, box 5
materials, publicity, correspondence, and participants A-F.,
1965-1968

Physical Description: 1 box

Language of the Material: English.

Community Service Workshops: Participants G-Z., 1965-1968 box 6

Physical Description: 1 box

Language of the Material: English.

Internship Brochures and Career Services Newsletters, box 7
1974-1986

Physical Description: 1 box

Language of the Material: English.

Occupations of Graduates, 1958-1971 box 8

Physical Description: 1 box

Language of the Material: English.

Statistics, studies, reports, newsletters, "Take Our Daughters box 9
to Work Day" flyers, correspondence from companies and
recruiters., 1965-2002

Physical Description: 1 box

Language of the Material: English.

Alumnae Registration Cards A-BH (1905-1972), 1905-1972, box 10

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards BI-Corey (1905-1972) , box 11
1905-1972

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Corliss-Fowler (1905-1972), box 12
1905-1972,

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Fox-Haugaard (1905-1972), box 13
1905-1972,

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Hawle-Klaber (1905-1972) , box 14
1905-1972,

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Klabin-Mansley (1905-1972) , box 15
1905-1972,

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Mark-Owens (1905-1972), box 16
1905-1972,

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Oxenfeldt-Rysst (1905-1972) , box 17
1905-1972

Container Summary: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards S-Stemple (1905-1972), box 18
1905-1972

Physical Description: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards Stempler-Wi (1905-1972), box 19
1905-1972

Physical Description: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards White (1972)-Bush (1974), box 20
1972-1974

Physical Description: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards C (1974)-Rubinstein (1978), box 21
1974-1978

Physical Description: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards S (1978)-Israel (1984), box 22
1978-1984

Physical Description: 1 Oversize box

Language of the Material: English.

Alumnae Registration Cards J (1984)-Yeu (1993), 1984-1993 box 23

Physical Description: 1 Oversize box

Language of the Material: English.