

## Indiana University South Bend Archives

### Guide to the Office of Career Services Collection

#### **Summary Information**

##### **Repository:**

Indiana University South Bend Archives  
1700 Mishawaka Ave. P.O. Box 7111  
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**Creator:** Indiana University South Bend

**Title:** Office of Career Services Collection

**Extent:** 1.2 cubic feet

**Abstract:** The office of Career Services at Indiana University South Bend works with students to find a major, secure an internship and prepare for the job market. They also work with the local business community to match graduates with local employers. The Career Services Collection contains a variety of materials such as flyers, newsletters and bulletin board posts which helps to define their services. Additionally, the collection contains items specific to job fairs that Career Services held in the late 1980s and early 1990s.

**Scope:** The material is arranged chronologically from 1974 to the present.

#### **Administrative Information**

##### **Access Restrictions:**

This collection is open for research. Advance notice is required.

##### **Usage Restrictions:**

Copyright interests for this collection have been transferred to the Trustees of Indiana University. For more information, contact the Indiana University South Bend Archivist.

##### **Preferred Citation:**

[Item], IUSB Career Services Collection, Indiana University South Bend Archives.

##### **Processing Information:**

Created by Archives Student Worker Susan Jacobs in the Fall of 2011. Updated by Archives Student Workers Joshua Crain and Eric Walerko Summer of 2012. Updated 2018.

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1	3	Career Services: Career/Placement Brochures
1	4	Career Services: Career/Placement Memos and Mailings, 1977-1990
1	5	Career Services: Career/Placement Bulletin, 1978-1980
1	6	Career Services: Career/Placement Bulletin, 1980-1982
1	7	Career Services: Career/Placement Bulletin, 1980-1984 1982-1984
1	8	Career Services: Career/Placement Bulletin, 1984-1985
1	9	Career Services: Job Fair Resume Book, 1984.
1	10	Career Services: Career/Placement Bulletin, 1985-1987
1	11	Career Services: Job Fair Resume Book, 1985.
1	12	Career Services: Job Fair Resume Book, 1986.
1	13	Career Services: Career/Placement Bulletin, 1987-1989
1	14	Career Services: Job Fair Resume Book, 1987.
1	15	Career Services: Job Fair Resume Book, 1988.
1	16	Career Services: Career/Placement Bulletin, 1989-1990
1	17	Career Services: Job Fair Resume Book, 1989.
1	18	Career Services: Job Fair Resume Book, 1990.
1	19	Career Services: Career/Placement Bulletin, 1991
1	20	Career Services: Job Fair Resume Book, 1991.
1	21	Career Services: Job Fair Resume Book, 1993.
1	22	Career Services: Job Fair Flyer, 1993.
1	23	Career Services: Politics and Procedures Manual August 1994
1	24	Job Opportunities Bulletin November 1994
1	25	Career Services: Job Fair and Internship forms, No Date. Missing
1	26	Career Services: Flyer, Career Success Book Discussion Group, September 1998
1	27	Career Services: Flyer, Attaining Job Search Success, September 1998 (Duplicate Folder after this, consolidated it into just one folder)
1	28	Career Services: Career Services Bulletin, Fall 2000
1	29	Career Services: Career Services Annual Report, 2000-2001
1	30	Career Services: Career Services, Career Corner Newsletter, Spring 2003.
1	31	Career Services: Flyer, Spring Internship Orientation Workshop, January 2006
1	32	Career Services: Career Services, Stall News, Spring 2007.
1	33	Career Services: Former Govenor Josphe Kernan to Speak on Campus, January 9, 2007.

1	34	Career Services: Flyer, Bridging the Gap – College to Career, January 24, 2007.
1	35	Career Services: Bulletin Board Post, Tomorrow is the Career and Internship Fair!, March 22, 2007.
1	36	Career Services: Bulletin Board Post, Rose Marie Hengesbach Retirement Reception, February 26, 2007.
1	37	Career Services Office: Strengths, Weaknesses, Opportunities, & Threats SWOT Analysis Spring 2007
1	38	Career Services: Career Services Events, 2008.
1	39	Career Services: Bulletin Board Post, Your job awaits... are you prepared? March 17, 2008.
1	40	Career Services: Career Counselor Announcement, April 2, 2008.
1	41	Career Services: Stall News, Fall 2008.
1	42	Career Services: Career Services, IUSBCareers.com log-in page, March 17, 2008.
1	43	Career Services: Flyer, The Annual Eldy Lundquist Memorial Putt-Putt Tournament, June 27, 2008.
1	44	Career Services: Bulletin Board Post, Farewell to Tasha Browning, July 17, 2009.
1	45	Career Services: Bulletin Board Post, Senator Bayh to Host 7 <sup>th</sup> Annual Job Fair, August 6, 2009.
1	46	Career Services: Flyer, Elkhart Job Fair, September 9, 2009.
1	47	Career Services: Memo re: The 6 <sup>th</sup> Annual Indiana Careers Consortium Career & Internship Fair, April 9, 2010.
1	48	Career Services: Bulletin Board Post, Invitation: Community Forum for Economic Development, March 23, 2010.
1	49	Career Services: Bulletin Board Post, Work Study News 10/11, August 16, 2010.
1	50	Career Services: Fall 2010 Flyers
1	51	Career Services: Bulletin Board Post, Social and Business Etiquette Dinner, February 16, 2011
1	52	Career Services: Bulletin Board Post, Need Help Choosing Your Major? January 20, 2012
1	53	Career Services: Bulletin Board Post, FREE Dinner- Must Register by March 28, March 26, 2012
1	54	Career Services: Program, 2012
1	55	Career Services: Work – Study News August 13, 2012
1	56	Career Services: Information Send – Out Packet 2012
1	57	Career Services: CAMP – Choosing a Major Program 2012 - 2013
1	58	Career Services: 2012 – 2013 Programs
1	59	Career Services: “Looking For Internships?” Bulletin Post February 18, 2013.

1	60	Career Services: Social & Business Etiquette Dinner – Bulletin Post March 20, 2013.
1	61	Career Services: Spring Programs – 2013 Flyer.
1	62	Career Services: “Farewell Jeffery Jackson” – Flyer - April 11, 2013
1	63	Career Services: Career and Internship Fair September 25, 2013 Flyer
1	64	Career Services: Fall Calendar of Events – Fall 2013.
1	65	Career Services: Director of Human Resources & Career Services September 18, 2014.
1	66	Career Services: Fall Career & Internship Fair – September 24, 2014
1	67	Career Services: Fall 2014 Programming
1	68	Career Services: Internship Dinner Registration
1	69	Career Services: Spring 2016 Schedule
1	70	Career Services: Career Services for Freshman and Sophomore Students n.d.
1	71	Career Services: Internship FAQs n.d
1	72	Career Services: Career Services Info n.d.
1	73	Career Services: Overview of Career Services n.d.
1	74	Career Services: Career Services Advertisement n.d.
1	75	Career Services: Flyer, Degree in Public Affairs, No Date
1	76	Career Services: Booklet, resource of Systems for vocational Planning, No Date
1	77	Career Services: Flyer, Meet the Candidates, October 28 – November 5, No Year
1	78	Career Services: Job Fair and Internship Forms, n.d.
1	79	Career Services: S.W.O.T. Analysis n.d
1	80	Career Services: Employer Guide for Internship Development n.d.
1	81	Career Services: Career & Internship Fair Employer Evaluation Results Spring 2016
1	82	Career Services: Work Study Job Fair & Event Schedule
1	83	Career Services: Spring 2017 Programs & Events
1	84	Career and Internship Fair Participating Employers, 2017
1	85	Career Services: Resume Writing