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Guide to the Office of Career Services records

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Guide to the Office of Career Services records

Overview of the Collection

Title: Office of Career Services records

Dates: 1970-2014

Creator: University of San Diego

Quantity: 6 boxes, (6 linear feet)

Summary: These records document the activities and resources offered by the Office of Career Services from the 1970s through 2014. The annual activities conducted by department Director, Linda Scales, are documented along with calendars, fliers, brochures, and job search resources offered to students. Planning materials for campus interview events are also included.

Identification: USDA_2014_02

Language: English

Repository: [University of San Diego, Archives and Special Collections](#)

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Historical Note

The Career Counseling and Placement office was organized in 1974 to assist students with career planning. The office was headed by Brother Thomas Kane. By 1992, the Career Counseling and Placement Center was headed by two co-directors and one counselor. Among the functions of the Center were to publish an Alumni Career Network Directory, provide handouts of career information, and hold frequent workshops in resume writing, interviewing skills, and job search

strategies. Additionally, the center offered an on-campus recruiting program to bring employers from different industries to interview students on campus.

Linda Scales was one of the co-directors of the Center. Later, she became the sole Director of Career Services. In August 2013, she retired after more than 35 years in Career Services. Scales then took the role of special projects assistant until her full retirement from USD in December 2013. Scales grew Career Services into an office that provided activities and support for USD students regarding their career options, job search assistance, and action plan development.

In 2014, the office changed to the Career Development Center, with Robin Darmon as the director. The aim was to serve as a campus hub for the professional and career development of students.

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Scope and Content Note

These records document Career Services activities from the 1970s through 2014 along with resources offered to students and alumni. These materials were retained by Office of Career Services Director, Linda Scales. In addition to materials published by Career Services, Scales recorded her annual departmental accomplishments. Calendars, fliers, and brochures cover the variety of activities offered by Career Services, along with job search resources offered to students. Campus interview event planning materials include position descriptions and information about companies participating in the campus interview events. These records document changes in how job searches were conducted from the 1970s through the 2010s. Newspaper articles, primarily from the University of San Diego *Vista* and the *San Diego Union Tribune*, document the challenges faced by new graduates throughout the 1970s to the 2010s.

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Arrangement

This collection is arranged into one series of Administrative Records. These records are organized in chronological order.

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Restrictions

These records are open for research.

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Related Material

The single edition of the November-December 2005 *Career Corner* newsletter of is located in the University Archives. Career Corner has updates on department activities and information on career services counselors.

Some publications and reports have been removed to include with Archives publication materials. Notation of these are located throughout the collection. Articles and title pages of reports have been copied and remain in the collection.

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Index Terms

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Scales, Linda
University of San Diego
San Diego (Calif.)
career development

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Administrative Information

Preferred citation

[Folder Title], Box # Folder #, Office of Career Services records, Copley Library, University of San Diego, Archives and Special Collections.

Acquisition Information

These records were distributed by the Linda Scales, Director of the Office of Career Services.

Processing Information

Initial processing of this collection was conducted by Tessie Camina in 2014. Additional processing was conducted by Ashley Toutain in 2017.

Detailed Description of the Collection

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- 1 1 *Vista* article - "Graduates Might be Unemployable," 1970 October 16
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- 3 Article - "Career Life Planning" by Rick Russell, 1978
- 4 Interviewing Skills, 1978-1979
- 5 *Vista* News Clippings, 1979 February
- 6 *Vista* News Clippings, 1979-1980
- 7 Requirements for Placement Services, 1979-1980
- 8 *Vista* News Clippings, 1980-1981
- 9 Correspondence regarding MBA Resume Book, 1980 October
- 10 Academic Affairs Committee Minutes and Placement Materials, 1981
- 11 List of Employers, 1981 March
- 12 *Vista* News Clippings, 1982
- 13 Services to Seniors, 1982
- 14 Correspondence regarding Women's Opportunity Week, 1982 October
- 15 *Vista* News Clippings, 1983 March 3
- 16 Organization, Personnel, Services, etc., 1983 Spring
- 17 Event - MBA Career Day, 1983
- 18 Memoranda regarding School of Education Special Courses and Career Planning goals, 1983-1984
- 19 Job Search Preparation for Education Students, 1983-1984
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- 22 *Vista* News Clippings, 1984-1985
- 23 Student Development Transcript Program, 1984-1985
[Program to assist student development, beginning freshman year.]
- 24 *Vista* News Clippings, 1986
- 25 List of Active Recruiters, 1986-1987
- 26 Alumni Career Network, 1987
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- 28 Memoranda regarding Career Counseling and Placement functions, 1987
- 29 Overview of Career Counseling and Placement Office, 1987
- 30 MBA Resume Book, 1987-1988
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- 32 On-Campus Interviews, 1988 Fall

- 33 Employers on Campus planning materials, 1988-1996
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- 42 Career Interviews, 1990 Fall
- 43 Memoranda regarding Recruiting Statistics, 1990
- 44 On-Campus Recruiting, 1990 September
- 45 Senior Career Seminar, 1990 Fall
- 46 Policy for Placement Files, 1990-1991
- 47 Career Interviews, 1991 Spring
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- 49 USD Publication - GBSA News, 1991
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- 50 Linda Scales - Activities, 1991-1992
- 51 Memoranda, 1991-1992
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- 52 Resume/Cover Letter Preparation Guide, circa 1993
- 53 Career Day [Photo in Publication], 1992
- 54 Conference - Career Opportunities with Spanish, 1995 March-April
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- 56 On-Campus Interviews and Workshops, 1992 Spring
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- 59 Anita Roger Class - Interviewing Skills for Engineers, 1992 October 29
- 60 Career Decisions workshop flier, 1992 November 11
- 61 Career Services Binder, 1992-1993
[Includes calendars, office memos, event fliers, and job search tips for students.]
- 62 Linda M. Scales - Activities, 1992-1993
- 63 Fliers and Handouts, 1992-1993
- 64 Event Fliers, 1992-1994
- 65 Correspondence and Memoranda regarding office functions, 1992-1993
[Also includes study abroad committee information.]
- 66 "10 Steps to Landing the Job you Want," undated
- 67 Highlights from Career Services, 1993
- 68 Conference - Social Issues Committee [Preserving the Human and Natural Environment], 1993 March 25-26

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- 70 On-Campus Interviews, 1993 Spring
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- 72 Interview Workshops, 1993 Fall
- 73 Career Report, 1993 August
- 74 Alumni Career Categories, 1993 September
- 75 Event - Homecoming Weekend, 1993 November
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- 77 Meeting - Recruiting Arrangements, 1993
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- 80 Job Search Preparation Guide, circa 1994

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- 13 On-Campus Interviews, 1994 Spring
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- 16 Correspondence regarding Career Services activities, 1994-1995
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- 20 *Alumni* Newsletter 1994, 1995
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- 22 Graduate / Alumni Career Night, 1994-1999
- 23 Mission Statement and Career Services Long Range Plan, circa 1995
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- 40 *Vista* Calendar, 1995-1996
- 41 Graduate Business Student Orientation, 1995-1996
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- 3 1 Employers on Campus, 1996 Fall
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4 Fliers and Handouts, 1996-1997
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14 Procurement Job Fair, 1997 Spring
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- 23 Employers Interviewing on Campus, 2000 Fall
- 24 Graduate and Professional School Day, 2000 October
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- 32 Survey of Recent Graduates, 2001 March
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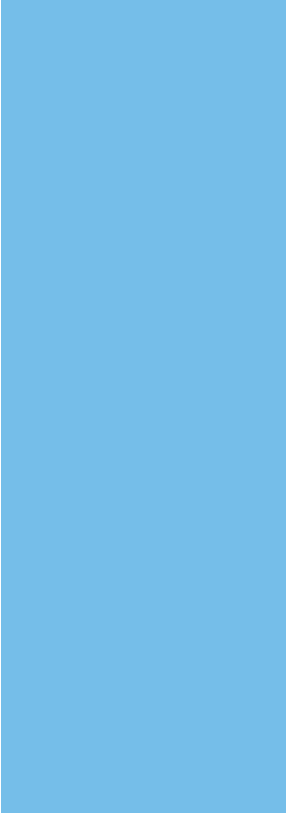
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- 4 Update USD Publication, 2006 March
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- 8 German Fulbright Scholars, 2006 Spring
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- 15 *The Vista* News Clippings, 2006
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