

INVENTORY

Subgroup I. Administrative Files, 1913(1938-70)-2003

Series 1. Annual Reports, 1925/26-2002/03

Box 1

Annual reports, 1925/26, 1931/32, 1940/41, 1945/46,
1956/57-1973/74, 1977/78, 1979/80, 1991/92-1993/94 (16f)

Box 2

Annual Reports, 1977/78, 1979-80, 1982/83-1984/85, 1987/88, 1990/91-
1994/95, 1996/97-2000/01, 2002/03 (6f)

Series 2. Budgetary Files, 1954-71

Box 1

Accounts, 1956/57-1959/60, 1963/64-1970/71 (2f)
Correspondence (re: budgetary matters) of Director of the Bureau of
Appointments, Dorothy M. Smith, 1954-61

Series 3. Forms and Form Letters, 1913-70, 1984-91

Box 1

Office forms, 1913-56 (4f)
Forms and letters, 1938-54/55 (14f)

Box 2

Forms and letters, 1955/56-1969/70, 1984-91 (15f)

**Series 4. Business Initiative Program, Recruitment Program and
Vocational Guidance Files, 1937-73, 1987, 1996-97**

Box 1

Business Initiative Program, 1996-97 (1997/65) *see accession restrictions*
Recruitment programs, 1939-73 (22f)
Alumni Advisory Center, 1958-59
Alumni Career Counselor Plan, 1939-56
Alumni Club correspondence, 1949-55 (12f)
Ann Arbor, MI, 1951-54
Baltimore, MD, 1951-54
Boston, MA, 1950-54
Chicago, IL, 1950-53

Subgroup I. Administrative Files (cont.)

Series 4. Recruitment Program and Vocational Guidance Files (cont.)

Box 1 (cont.)

Recruitment Programs (cont.)

Alumni Club correspondence, 1949-55 (cont.)

Cleveland, OH, 1949-51

Columbus, OH, 1950

Detroit, MI, 1949-52

Ithaca, NY, 1950

New York, NY, 1950-55

Pittsburgh, PA, 1949-53

Springfield, MA, 1949-50

Washington, D.C., 1949-52

Career Conferences for Men and Women, 1937-66, 1975 (7f)

Correspondence, 1949-61, 1964, 1966

Clippings, 1939-41, 1953

Printed programs, 1937-66, 1975

Job Techniques Course, 1940, 1950

Box 2

Job notices, 1955-64 (8f)

Conservatory Career Notes, 1987 [1995/121]

Box 3

Suspension of recruitment, 1966-73 (3f)

Box 4

Reference Files, 1940-69 (3f)

Alumni Magazine (excerpts from)

Class Directories, 1941-52, 1955, 1957, 1961, 1969

Articles by Dorothy M. Smith, Nov 1948, Nov 1952,

Dec 1959 (three articles)

"Occupational Opportunities for Women in Wartime," (printed booklet), by Marguerite Woodworth, Oberlin College

Dean of Women, 1943 (2 copies)

"Oberlin and the Professions," draft proposal for an informational leaflet, 1940-41

Staff Presentations to Seniors, 1938-43, 1945-59 (4f)

Subgroup I. Administrative Files (cont.)

Series 5. Statistical Files, 1926-89

- Box 1
Class summaries, 1948-59 (5f)
- Box 2
Class summaries, 1960-66 (5f)
- Box 3
Class summaries, 1967-70 (5f)
- Box 4
Class summaries, 1971-74 (5f)
- Box 5
Class summaries, 1975-79 (5f)
- Box 6
Class summaries, 1980-83, 1985, 1987-89 (8f)
- Box 7
Graduate school applications statistics, 1965-71 (7f)
- Box 8
Graduate school applications statistics, 1973-76 (5f)
- Box 9
Graduate school applications statistics, 1977-79, 1981 (6f)
- Box 10
Graduate school applications statistics, 1982-86 (6f)
- Box 11
Miscellaneous Studies, 1926-70 (12f)
Conservatory of Music graduate studies, 1965-70
Employer survey, 1940-41
English majors: occupations of (Classes of 1952-61), 1961
Fellowships won, 1938-47, 1959, 1961
First jobs taken by men (Classes of 1942-51), 1951
Junior Year Abroad (list of participants), 1954-58
Law schools attended (Classes of 1939-56), 1953-57

Subgroup I. Administrative Files (cont.)

Series 5. Statistical Files (cont.)

Box 11 (cont.)

Miscellaneous Studies, 1926-70 (cont.)

National Education Assoc. Study of Teaching Candidates
(Classes of 1956-63), 1962-63

"The Place of Science at Oberlin College," report by W.E.
Stevenson and related studies submitted to
General Motors, 1954

Oberlin Science graduates, 1951-61

Profile (Classes 1966-70), 1966, 1970

Study of Medical Training of Oberlin graduates,
(Classes of 1930-50), 1951

Summer job earnings, 1953-54

Vocational distribution studies, 1926-57

Misc. statistical reports, 1965-68

Box 12

Occupational statistics, 1933-72 (19f)

Occupational intentions (card studies), 1939-40, 1961

Occupational plans at graduation, 1933-51

Occupational statistics by class, Classes of 1924-47, (1934-47) (14f)

Statistics on occupations (cumulative figures), 1936-59

Box 13

Occupational statistics, Classes of 1955-59

Occupational and graduate study statistics, Class of 1972

Occupational distribution of Oberlin College Men, 1942-51

Series 6. Publications, 1998, 2000-02

Box 1

Newsletter for Faculty and Staff, 1998, 2000

Opportunity Knocks, 2000-02

Subgroup II. Oberlin College Student Placement Files, 1887-1973

(Series 1 and 2 are housed in the Oberlin College
Archives; Series 3 and 4 are housed at Carnegie Library.)

Subgroup II. Oberlin College Student Placement Files (cont.)

Series 1. Placement Files, Classes 1906-16, 1918-21 †

- Box 1
Allen--Young, 1906
Ainsworth--Yost, 1907
Allen--Woodroffe, 1908
- Box 2
Ainsworth--Young, 1909 (2f)
Allen--Young, 1910 (3f)
- Box 3
Acker--Weida, 1911 (3f)
- Box 4
Abell--White, 1912 (5f)
- Box 5
Abel--Zundel, 1913 (4f)
- Box 6
Aber--Zee, 1914 (4f)
Bartz--Wing (Conservatory graduates; photos only)
- Box 7
Acker--Tillotson, 1915 (3f)
Bailey--Nichols (Conservatory graduates; photos only)
- Box 8
Anthony--Wolfe, 1916 (2f)
Bugbey--Wagner (Conservatory graduates; photos only)
- Box 9
Allen--Ziegler, 1918 (3f)
- Box 10
Alvord--Taylor, 1919 (2f)
Class rankings and honors, 1919
Addams--Yen, 1920 (2f)
- Box 11
Adams--Swartz, 1921 (2f)

† (Records are very brittle; handle with care)

Series 2. Placement Files, Classes 1896-1973

Subseries 1. Placement Files, Abbott--Zellers

- Box 1-6
Abbott--Bethea (117f)

Subgroup II. Oberlin College Student Placement Files (cont.)
Series 2. Placement Files, Classes 1896-1973 (cont.)
Subseries 1. Placement Files, Abbott—Zellers (cont.)

- Box 7
Biddulph--Ewen (116f)
- Box 8
Farbstein--Kerr (130f)
- Box 9
Kinkead--Miller (118f)
- Box 10
Milligan--Rodenbaeck (124f)
- Box 11
Rogers--Sykes (103f)
- Box 12
Tarr--Zellers (124f)
- Box 13-14
Files for Oberlin Kindergarten Primary Training
School graduates are housed in Record Group 33.

**Subseries 2. Sampled Placement Records (Classes of 1947
through 1957) [Acc. 1992/109]**

- Box 1
Sampled placement records, 1946-81 (Acc. 1992/109)
Andrews, George Harold, 1953-54
Blodgett, Geoffrey Thomas, 1953-54
Craig, Norman Castleman, 1953-54
Cressey, Richard Chatfield, 1952-54
Cronon, Edmund David, 1947-54, 1968
Griswold, William Erwin, 1956-62
Groesbeck, Milton V., 1946-49, 1970-71
Gutfreund, John Halle, 1951-53
Rowan, Carl Thomas, 1947-64
Russak, Norman Jean Mentzer, 1954-62
Sherman, Thomas F., 1956-60
Shults, Fred Davis, 1954-64
Shults, Robert Ellis, 1951-58
Siddall, A. Clair, Jr., 1942-52
Teeters, Robert D., 1949-56
Teeters, Nancy Hays, 1952, 1955

Subgroup II. Oberlin College Student Placement Files (cont.)
Series 2. Placement Files, Classes 1896-1973 (cont.)
Subseries 2. Sampled Placement Records (cont.)

Box 1 (cont.)

Sampled placement records, 1946-81 (Acc. 1992/109) (cont.)
Tobias, Edward Stephen, 1952, 1962, 1972
Tobias, Geraldine Youngblood, 1952-81
Wight, Ann, 1948-76

[The following series are located in the Carnegie Stacks]

Series 3. Placement Files, Classes 1887-1935 [Located in Carnegie Stacks]

Box 15

A--Bahr

Box 16

Bailey--Bent

Box 17

Bentley--Boys

Box 18

Brace--Brush

Box 19

Bryan--Carpenter

Box 20

Carr--Clisby

Box 21

Close--Crossen

Box 22

Crouthamel--Dexter

Box 23

Dial--Eaton

Box 24

Ebenhart--Fanning

Box 25

Favioletti--Fox

Box 26

Frock--Givler

Box 27

Gladieux--Guthrie

Box 28

Haap--Hartzell

Subgroup II. Student Placement Files (cont.)
Series 3. Placement Files, Classes 1887-1935 (cont.)

Box 29	Harvey--Heydenburk
Box 30	Hickerson--Hoover
Box 31	Hope--Hyslop
Box 32	Iden--Jones, Lucille
Box 33	Jones, Margaret--Kent
Box 34	Kenworthy--Kreimes
Box 35	Kriebel--Lester
Box 36	Lethbridge--Lytle
Box 37	McAllister--Manong
Box 38	Mantle--Millett
Box 39	Milligna--Negro
Box 40	Nelson--Ozmun
Box 41	Paasch--Phillips
Box 42	Phipps--Rawlinson
Box 43	Raymond--Robinson
Box 44	Robison--Schauffler
Box 45	Scheid--Shaw
Box 46	Sheard--Spore
Box 47	Spreng--Symons
Box 48	Taber--Tuttle

Subgroup II. Student Placement Files (cont.)

Series 3. Placement Files, Classes 1887-1935 (cont.)

Box 49
Twitchell--Wasson
Box 50
Waterman--Whitmer
Box 51
Whitney--Wood, Harold
Box 52
Wood, Harry--Zwick

Series 4. Placement Files, Classes 1936-69 [Located in Carnegie Stacks]

Box 53
Abbey--Arian
Box 54
Armitage--Barlow
Box 55
Barnard--Bennett
Box 56
Benson--Blum
Box 57
Blumenthal--Brady
Box 58
Brainerd--Burkholder
Box 59
Burmeister--Carter
Box 60
Cartledge--Clark
Box 61
Clarke--Cottrell
Box 62
Coughlin--Dalton
Box 63
Dana--DeMott
Box 64
Dempsey--Drake
Box 65
Dreby--Eitingon
Box 66
Ekey--Farmer

Subgroup II. Student Placement Files (cont.)
Series 4. Placement Files, Classes 1936-69 (cont.)

Box 67	Farndell--Fleiss
Box 68	Fleming--Fromm
Box 69	Frost--Giese
Box 70	Giffin-Green
Box 71	Greenberg--Hatlock
Box 72	Halperin--Hatfield
Box 73	Haugen--Hezlep
Box 74	Hiatt--Holmes
Box 75	Holmstrom--Hyman
Box 76	Ibisch--Jolles
Box 77	Jonas--Kenyon
Box 78	Keller--Knaus
Box 79	Kneisley--Larson
Box 80	Lathan--Lewis
Box 81	Libby--Lupton
Box 82	Lyman--MacGregor
Box 83	McGrew--Marsh
Box 84	Marshall--Mennini
Box 85	Meredith--Mistretta
Box 86	Mitchell--Most

Subgroup II. Student Placement Files (cont.)
Series 4. Placement Files, Classes 1936-69 (cont.)

Box 87	Mott--Nicholson
Box 88	Nickens--Pagenkopf
Box 89	Paine--Peterson
Box 90	Petrie--Porter
Box 91	Portman--Redinger
Box 92	Redman--Riley
Box 93	Rimelspach--Rushmore
Box 94	Russ--Schwimmer
Box 95	Scoff--Shinn
Box 96	Shipherd--Smith, Roger
Box 97	Smith, Roland--Stauffer
Box 98	Stearns--Stryjak
Box 99	Stuart--Terwilliger
Box 100	Tessmer--Tuttle
Box 101	Tweed--Waggoner
Box 102	Wagner--Weber
Box 103	Webster--Whitworth
Box 104	Wickenden--Wood
Box 105	Woodbury--Zuris