

Fall, 1968



Mrs. Helen Feeley, Director, Barn 27  
Mrs. Annette Shapiro, Asst. Dir., Barn 26  
Mrs. Charlotte Eddy, Secretary, Barn 33

This office is responsible for the following:

1. Job Leads and Job Counseling. Efforts are constantly being made to uncover new jobs. Every year hundreds of letters are written to prospective employers, and the affirmative replies are posted for student perusal. A small library of various job-hunting materials is kept up-to-date. The office is open for student use Monday through Friday from 9-1 and 2-5.

The Director and Assistant Director try to see every student during the fall to discuss her plans and give guidance as needed. Where help is not needed, there is still constant follow-up to be sure individual plans are progressing or are all set. It is especially helpful when students take the initiative in keeping the Office informed, rather than vice versa.

2. Special (non-job) NRT's. Every student wishing to use the NRT for study or other independent work must submit her plan in writing on forms provided by the Office. She should also discuss her plan with the NRT Director and with her counselor.

3. Non-Resident Term Grants-in-Aid. Grants from the Anne Hambleton, Josephine Winmill Austin, and College Funds are administered in November by the Non-Resident Term Office under the guidance of the Non-Resident Term Committee. (Members of the Committee this year are Leonard Rowe, Gerald Surette, Susan Meyers, Sarah Tenney, and Brenda Kydd; one faculty member is to be elected. The NRT Director serves ex-officio.)

4. Reports. Preliminary reports returned by students in January, telling where they are and exactly what they're doing, are carefully checked and tabulated. This information is later sent to alumnae groups planning regional activities or news releases.

In the spring a report on each student is obtained from each employer. A paper on her NRT is collected from each student. Together these are read by the NRT Director, who then writes a summary statement on each student. These are sent to each faculty counselor for further comment as necessary; later the summary goes to each student and finally to Student Personnel Office files. Reports on special (non-job) NRT's follow the same pattern.

5. Keeping Employers Happy. In January thank-you letters are written to every person who offered a job; explanations of our reporting system are included where a student is employed; apologies are included when the job was not filled. Visits by the NRT Director are made during the winter to all Work/Study employers and to other employers where it seems beneficial.

6. Compiling Statistics. This is done for the record. Statistics are completed in several versions for varying uses.

7. On-Campus Jobs. The NRT Office is the on-campus student employment agency. Students wanting to earn money sign up for work immediately at the start of each term. Faculty or staff members who have jobs to offer should so inform the Office.

8. Graduate School & Career Guidance. Visits are arranged for recruiters from business and graduate schools to interview seniors (this is to be increased). An enlarged collection of graduate school catalogues, fellowship circulars, etc., is being organized in the NRT Office. Reading may be done there; (advising will continue to be the province of faculty and the Dean of Studies).

9. Community Jobs. The NRT staff are available to give help as needed to students doing, or wanting to do, volunteer work in the local Bennington community. Students are encouraged to keep the Office informed of their activities in this regard.

10. Interior Redecoration. The NRT Director and Assistant Director oversee the refurbishing, as necessary, of student house living rooms and card rooms.

11. Staff Personnel. The NRT Director is in charge of secretarial staff hiring in the Barn. She is also a member of the College Labor-Management Committee.