

"Ask my Secretary"



CAREER AIDES *issued by*

BRYANT COLLEGE

PROVIDENCE • RHODE ISLAND



"Ask My Secretary"

"ASK MY SECRETARY" is no idle expression. It shows the confidence, the dependency, the freedom from detail that the busy executive has when his secretary understands and executes the duties of his office skillfully and intelligently.

If there is one place in the business world where a young woman is free of the competitive preference for men, it is in the field of secretarial practice. This, truly, is a woman's world where she can go far if she has the right personality, the knowledge of skills and methods required, and the energy and willingness to do her work.

Writing and transcribing shorthand accurately and speedily puts her at the right hand of the busy executive, where she has the advantage of seeing what goes on, of hearing important affairs and intimate decisions, of carrying out the numerous office details, which increases her capacity and experience.



A reliable, proficient secretary will never need to fear unemployment. She will prove too indispensable to her employer.

For the ambitious young woman who wants to dress well, to become financially independent, to grow into a position of trust and responsibility, secretarial work is the direct, time-saving way to business success.

Consider some of the personal traits and qualifications of the good secretary.

Are You Qualified?

Here are some personality characteristics of the good secretary. See how you measure up to them.



PERSONALITY — what she is reveals itself in the daily contacts of the secretary with her associates and her employer. Her voice, her manners, and her personal appearance should give proof of a cultivated mind and spirit.

VOICE — a well-modulated voice, distinct enunciation, and a pleasant manner of speaking are valuable assets when talking face-to-face or on the telephone.

GROOMING — a neat and attractive personal appearance, good posture, and appropriate clothes (fashionable not flashy) are signs of a meticulous secretary.

CONDUCT — a good secretary has a sense of fitness in conforming to the rules of good taste. She avoids any conduct that might bring embarrassment to her employer or to herself. She must learn to accept criticism and suggestions with good grace.

GOOD ENGLISH — the right word, the expressive phrase, and the easy transition of thought must be at her command, not only in conversation, but in writing and interpreting letters, messages, and other compositions.

Your Future as a Secretary

A rich variety of experience awaits today's secretary. Opportunities in this field are plentiful. Young women in the secretarial world may advance to higher positions in their own work or because of their contacts with other fields;

they may enter journalism, personnel work, government positions, and many other interesting careers. A fine secretarial training qualifies one for every type of work. This type of education is always useful. Let us consider the ten major fields in which secretarial work is needed.



1. **ADVERTISING**, journalism and publishing—these glamorous fields include radio, magazine, newspaper, and publicity organizations. A special talent for writing is very helpful.

2. **MERCHANDISING**, a stimulating field which exists both in retail and wholesale merchandising establishments. These employ many secretaries, and the chance for advancement is excellent.

3. **MANUFACTURING**, the variety of manufactured goods includes divisions for administration as well as distribution; hence each offers many positions for secretaries.

4. **PROFESSIONS**, doctors, dentists, lawyers, accountants, architects, etc., engage many private secretaries who perform a variety of secretarial duties.

5. **PUBLIC UTILITIES**, gas, electric, telephone, telegraph, and water companies have many opportunities for secretaries.

6. **GOVERNMENT**, city, state, and federal offices have need for secretaries—and just think of the opportunities as secretary to a congressman, senator, governor, or mayor!

7. **FINANCE**, banks, brokerage firms, and stock exchanges are dignified, conservative groups which require the same characteristics of their employees.

8. **INSTITUTIONS**, hospitals, churches, charities, colleges offer satisfying work in non-commercial fields.

9. **INSURANCE**, the large companies which sell life, fire, theft, automobile, and many other types of insurance present a host of positions for secretaries.

10. **TRANSPORTATIONS**, aviation, railroads, shipping, trucking, and bus companies have a variety of secretarial openings. Hotels and travel agencies provide secretarial opportunities, too.

Check These Qualifications

Employers in the fields mentioned above want a secretary who has been thoroughly trained in the "tool subjects" of business (shorthand, typewriting, and transcription) so that she can transcribe mailable letters with a high degree of proficiency. The good secretary should be able to take dictation at 100 to 150 words per minute, and do straight typing at 50 to 75 words per minute. She should be completely trained in the art of proof reading since her employer feels that the correspondence which leaves his office is indicative of its efficiency.

One of the most desirable characteristics of the well-trained secretary is her ability to take extemporaneous dictation with confidence and poise. It is this "extra" training in office-style dictation which makes an indelible impression upon her employer.

In addition, the ideal secretary should file letters quickly and accurately, be able to use statistical machines at a marketable skill, duplicate typewritten material, and to be proficient in using transcribing machines. She should be able to keep neat and accurate records and to understand basic principles of office procedure.

Today, more than ever, a secretary must have all these skills and personal qualifications because the keener the competition of business demands a well-educated and thoroughly-trained worker.



Where You Can Get This Training

You can take a business course in high school which includes typing, shorthand, and basic business procedure. This will provide the minimum equipment for a prospective secretary and lay the foundation for more advanced study.

There's another way, much surer and much faster, and that is to take a course in a college of business administration or secretarial science—a course that prepares you specifically for the work you want to do. Such a course takes either one or two years, and at the end of that time, you may feel confident that you are equipped to meet the needs of the modern business world.

Which College?



Choosing the right college to further your secretarial ambitions is a matter for serious consideration. Naturally, you will want to go to a college that takes you in the right direction — that of secretarial science.

Such a college is Bryant College of Providence, Rhode Island. Bryant is the oldest college of higher education for business in New England. It was founded in 1863. It is also a non-profit institution administered by a Board of Trustees drawn from the highest ranks of business and government. Bryant College grants degrees; it was so authorized by an act of legislature in 1916.

In fact, at Bryant College, you may earn a Bachelor of Secretarial Science Degree (B.S.S.) in two years, which is the equivalent of a degree offered by the traditional four-year college. In this way, you will not only enter the business world two years in advance, but will be on the pay roll of some business firm just that much sooner.

It's This Way

The four-year college grants an academic degree for 128 semester hours. Bryant requires the same semester hours. Whereas the four-year college has 15 to 17 class hours a week, Bryant's program runs with 23 to 30 hours a week. The Bryant year has 48 weeks devoted to study as against 36 for other colleges.

The "School of Secretarial Science" in Bryant College not only offers the basic requirements for a secretary but a broader outlook with elective courses in accounting, advertising, market-

ing, merchandising, and many cultural subjects, in addition to advanced work in typing, shorthand, business procedure, and such.

As part of the enriched curriculum, the Bryant "coed" (for Bryant is co-educational) is given a course in Personality Development. Engaging manners, how to walk, talk, and bring out her best points by the use of proper cosmetics and the most appropriate clothes are part of the confidence-building plan designed for Bryant-trained secretaries.

Actually, Bryant teaches the subjects outlined here "a little better than seems necessary" because no matter how exacting her employer's demands, this well-trained secretary will find no surprises on her first job. In short, she feels at home at once when she enters the office, since her work there is but a continuation of what she has already been doing in the classroom.

The College Faculty

Bryant College believes that any subject should be taught by actual practitioners in that field. The faculty is made up not only of teachers who stand high scholastically but also of successful business and professional men and women; they include Certified Public Accountants, practicing lawyers, and other specialists, such as the Supervisor of Shorthand and Typewriting who makes it a point to see that the secretarial training is preparing directly for the modern business office.

A Happy College Life



The girl who wants a complete college life away from home in a beautiful dormitory, a tree-shaded campus, and all the activities dear to the heart of a coed may enjoy all of these at Bryant. Six dormitories on the campus and eight men's residences within a short walking distance

of the college provide handsome homes for college residents. Eight fraternities, six sororities, an International Relations Club, "The Masquers", a dramatic organization, a college newspaper, "The Archway", tennis courts, gymnasium, an athletic field, a Varsity Basketball team, and "The Student Senate", a self-governing student body, make for a busy round of activities.

How Soon Can I Find A Job?

Perhaps the Bryant Placement Bureau's report for 1949 will give you an answer to this question. By mid summer, all of Bryant's seniors still in their classrooms (the school term does not end until August) who were in the higher-grade brackets were spoken for by the Personnel Directors of large business firms who visit the campus regularly in search of higher-type employees. And three weeks after graduation, every girl in the graduating class of the School of Secretarial

Science had been employed, and a waiting list of jobs had been started because there were no more graduates available to fill these.

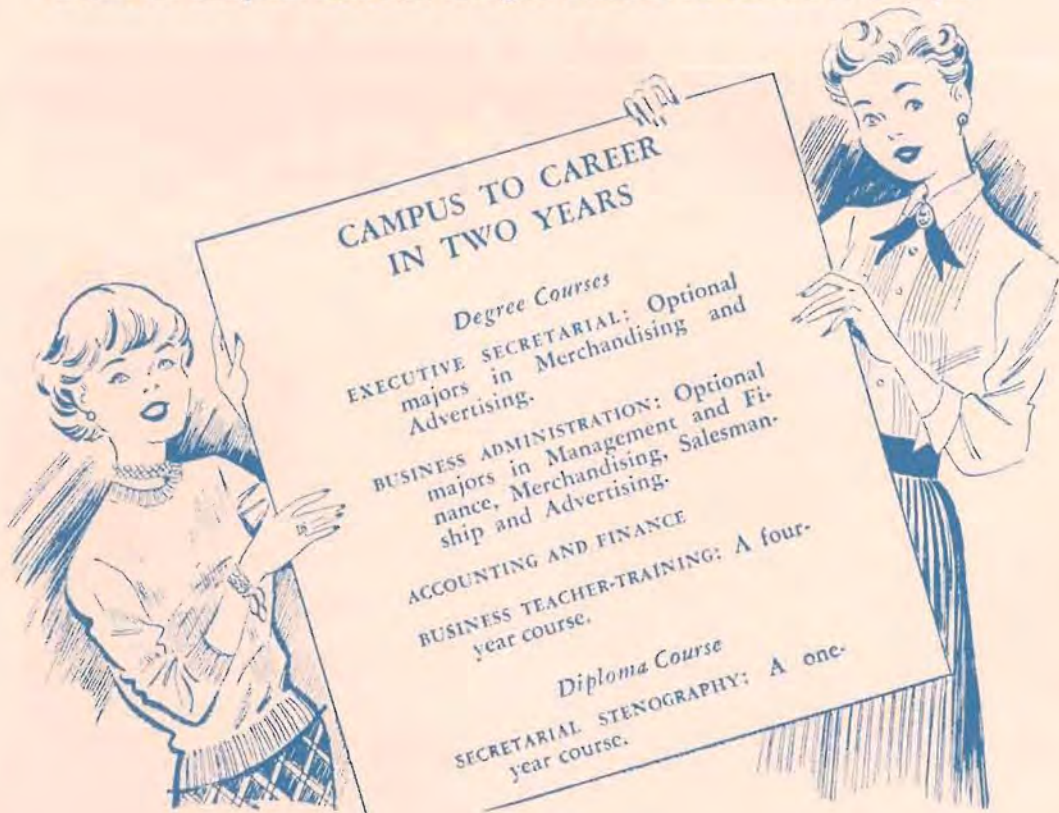
Campus to Career in Two Years

After your two-year secretarial course, at Bryant College you will be given the degree of Bachelor of Secretarial Science. The one-year course offers a diploma in Secretarial Stenography.

Every graduate of Bryant receives a Lifetime Placement Service. The College maintains this Placement Service at no charge to the student nor to the employer. A list of firms which employ Bryant-trained graduates reads like a "Who's Who" of business, because a sincere and honest effort is made to help the employer as well as the graduate. The Bryant Placement Service has won the respect and confidence of hundreds of top business executives.

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