

**BULLETIN OF
BRYANT COLLEGE**

Of Business Administration

"Career Series"

May 1957 Issue



for the secretary
who wants more than
"just a job"

Bryant College

YOU are probably wondering what lies in the future for you. If it is to be a career, or if marriage is your goal, you are wise to consider college training for the secretarial field. Today's Administrative Secretary need no longer just "pound a typewriter" nor take endless dictation. Hers is an important career.

As a married secretary, you can always find interesting part-time jobs everywhere. Best of all, when your children grow up, you can be free to resume your career. Read about the ten Bryant graduates in this folder—and there are hundreds more, who have found stimulating secretarial careers.

A Bachelor's Degree Is Important

A Bachelor's Degree in Secretarial Science is the key to a more responsible position and of course a better salary. At Bryant you can earn your degree in two years by concentrating on skill or vocational subjects or in three years if you wish an enriched program including cultural subjects.

A One-Year Diploma Course. Graduates of this program are also entitled to superior positions according to the College Placement Bureau.

*Poise, posture and grooming
are taught in the "Personality
Development" course.*



Secretarial Graduates and the



in Foreign Service ★

JEANNE D. JOURDENAIS, honor student, B.S.S. degree '53, now attached to United States Embassy in Paris, France. A scholarship student sponsored by the Woman's Advertising Club, she was previously employed by the Providence Journal-Bulletin Advertising Department, Providence, R. I.



in Advertising ★

AMANDA C. OLSSON, diploma graduate with Gordon Schonfarber and Associates, Inc., prominent Providence advertising agency, Secretary of the Corporation and Space Buyer. Account Executive on campaigns requiring woman's angle, member Planning Board.



in Education ★

ELAINE J. MURATORE, cum laude, B.S.S. degree '53, R. I. State Dept. of Education, assists Dr. Michael F. Walsh, Commissioner of Education, just finished assignment as aide to Executive Officer of Governor's Advisory Commission on Educational Television, now helping with Educational Survey on School Finance.



in Industry ★

LOIS L. WARTMAN, honor student, B.S.S. degree, Assistant Credit Manager of the world-famous Davol Rubber Co. of Providence, R. I., credit and financial management. Special assistant to Exec. Vice-Pres. Awarded "C.P.S.", Certified Public Secretary by Nat'l Sec. Assoc.



Medical Secretary ★

MARIE T. COONEY, B.S.S. degree in '54, medical secretarial major; shorthand honors. Keeps doctor's records, correspondence, appointments, assists in examinations, electrocardiograms and basal metabolism tests. Providence, R. I.

Interesting Jobs They Hold



in Television ★

VYRA E. IMONDI, B.S.S. Degree '55, secretary to Operations Manager, WPRO-TV (CBS in Providence, R. I.) prepares all copy for station's Teleprompter, receives and teletypes advertising messages throughout the country.



at Dartmouth ★

JOYCE M. TIEMANN, B.S.S. Degree, '48 secretary to Dean of Amos Tuck School at Dartmouth College, Hanover, N. H. Formerly with "Time" magazine and secretary to Deputy Chief of U. S. Air Force in Europe where she had the opportunity to live and travel abroad.



in Legal Work ★

BEVERLY A. VEZINA, B.S.S. Degree, '56 private secretary to the law department of the famous Johnson's Johnson medical supply company in New Brunswick, New Jersey. Assists with confidential and exacting legal secretarial duties.



in Sales ★

GERDA A. STUBEN, diploma graduate '51, Administrative Secretary to inside Sales Manager of the famed Kennicott Wire and Cable Company, Phillipsdale, R. I. Assists merchandising executive with sales and customer contracts.



in Big Insurance ★

JANICE A. CONRAD, B.S.S. Degree, magna cum laude, '54. Important position with Connecticut General Life Insurance Company, Hartford, Conn. Secretary to the President.

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Two - Year Degree Courses

Two-Year Curriculum Leading to the Degree of
Bachelor of Secretarial Science (B.S.S.)

Three - Year Degree Courses

Three-Year Curriculum including enriched Program
of Cultural Courses leading to degree of Bachelor
of Science in Secretarial Science (B.S. in Sec. S.)

BOTH DEGREE COURSES HAVE MAJORS IN

- ADMINISTRATIVE SECRETARIAL
- ACCOUNTING SECRETARIAL
- LEGAL SECRETARIAL
- MEDICAL SECRETARIAL

— also One - Year Diploma Courses

Lifetime Placement Service ★

The college maintains a full time placement office. National business organizations regularly send their Personnel Directors to interview seniors.

A few (from a long list) of companies that employ Bryant graduates—

| | |
|-----------------------------------|---------------------------|
| AMERICAN AIRLINES | NATIONAL BROADCASTING Co. |
| E. I. DUPONT DE NEMOURS Co., Inc. | R. H. MACY COMPANY |
| FEDERAL BUREAU OF INVESTIGATION | GENERAL MOTORS CORP. |
| FORD MOTOR Co. | BETHLEHEM STEEL Co. |
| GENERAL ELECTRIC Co. | RHODE ISLAND HOSPITAL |

The Placement Director introduces secretarial seniors (and their records) to the Personnel Director of the General Electric Company, Schenectady, N. Y.



*A Full
Campus
Life*



Fraternity and Sorority Formals, Dramatic and Glee Clubs, Orchestra, Newspapers, Religious and Cultural Clubs and Sports are all part of Bryant's traditional college life.

Bryant in Brief

- BRYANT is a coeducational, non-profit college of professional business education, founded in 1863.
- A Bachelor's Degree is granted upon satisfactory completion of two and three-year courses.
- Enrollment averages 1600 students with a higher percentage of men than women, from 32 states and 13 foreign countries.
- Located in Providence, Rhode Island, 42 miles from Boston, 80 miles from Hartford and 200 miles from New York City.
- The attractive tree-shaded campus of twenty-six buildings includes dormitories for men and women.

Other Courses

- School of Business Administration with majors in Accounting, Management and Marketing.
- School of Business Teacher-Training, four-year state-accredited course.



Founded 1863

[Write for College Pictorial "Bryant In Pictures" and Catalog]

BRYANT COLLEGE of Business Administration
PROVIDENCE, RHODE ISLAND