

**Career Services Collection**

Contents: shirts, policy and procedure notebooks

Inclusive dates: 2000-2001

<b>Box</b>	<b>Item</b>	<b>Date</b>	<b>Title-Description</b>
1	1	no date	Counseling and Career Services, two denim oxford shirts
1	2	no date	Counseling and Career Services, blue short sleeve polo shirt
1	3	2000	The Nace Management Leadership Institute, short sleeve polo shirt
1	4	no date	SACE: First Union, black short sleeve polo shirt
1	5	no date	CCSU: Part-time Job fair, white short sleeve t-shirt
1	6	2001	Clayton State Cross Country Invitational, short sleeve white t-shirt
1	7	no date	Resume Expert System, white short sleeve t-shirt
1	8	no date	Clayton State & University, pink short sleeve t-shirt
1	9	no date	Earn and Learn Program by UPS, brown shorth sleeve polo shirt
1	10	no date	Office of Career Services: Policies and Precedures, notebook
1	11	2000	Clayton College And State University: Policies and Procedures, notebook

**Career Services Collection**

Contents: video tape, hiring packet, training notebook, Delta Student Employee program

Inclusive dates: 1988-1997

<b>Box</b>	<b>Item</b>	<b>Date</b>	<b>Title-Description</b>
2	1	1995	Clayton State/ Delta Reservations Center, video cassette tape
2	2	1995	Spirit of Delta Rededication Ceremonies, video cassette tape
2	3	1998-99	Delta Information, large brown envelope
2	4	1999	Career Services: CCSU for Commitment to Delta, plaque
2	5	1994-97	Delta Airlines College Worker Program CSC Student Employees, large green file folder
2	6	1995	Clayton State College Flight Information Program Operational Manual, red notebook
2	7	no date	Delta Airlines Hiring Packet, blue folder
2	8	1989-95	Delta's Plan on implementing the training class, notebook

**Career Services Collection**

Contents: Career Planning Magazines

Inclusive dates:1990-2006

<b>Box</b>	<b>Item</b>	<b>Date</b>	<b>Title-Description</b>
3	50	1990-2006	CPC/NACE Annual: A Guide to Career Planning, magazine

**Career Services Collection**

Contents: student career info, monster bag giveaway, video tapes, job placement information

Inclusive dates: 1990-2003

Box	Item	Date	Title-Description
4	1	no date	Monster Bag Giveaway, sticky notes, 3 pens, 1 pencil, 1 button, 1 memo pad
4	2	1990-92	Business in Review, video tapes
4	3	1999	Peggy Gonzalez Retirement party, video cassette tape
4	4	1995	Mock Interviews, video cassette tape
4	5	1992	Job Placement Marketing, video cassette tape
4	6	1995	Counseling Services Career Services, video cassette tape
4	7	1994-1995	James Millard UPS Interview Technique, video cassette tape
4	8	no date	CSC Alumni Present the Many Faces of Clayton State College, video cassette tape
4	9	1994-2003	Clayton State College Office of Job Placement and Cooperative Education, notebook: How to find a great job on the Internet, bound copy: Request for Intern or Cooperative Education Referral, (all items in one file folder)
4	10	no date	Student Career placement Information, file folder
4	11	1992-1995	Clayton State College Alumni Newsletters, stapled copies: Job Placement Announcements, folder, (all items in on e brown file folder)

BOX	Folder	Item	Description	Date	Quantity	Comments
5	1		"Coordinator of Job Placement & Cooperative Education" Job Description	1994	1	1 sheet description of position within the Office of Career Services
5	2		Spivey Hall Program Booklet: Commemorating the First "Five Years 1991-1996"	1996	1	
5	3		Clayton College & State University Spivey Hall 10th Anniversary Celebration: Program Booklet	2001	1	
5	4		Handbook for Reaffirmation of Accreditation: Southern Association of Colleges and Schools Commission on Colleges	2003	1	
5	5		McDonough School Museum Collaboration Project of Henry County Board of Education & Clayton State University Library Archives Public Opening Program & Event Invite	2006	1	
5	6		CCSU Career Services Alphabet Soup "Going After the Competitive Edge" Professional Organization Update Presentation to the GA Association of Colleges and Employers Annual Conference Booklet	5/19-23/1997	1	
5	7		The Laker Connection "40 Years Clayton State 1969-2009 That was then..."	2009	1	
5						
5		1	Clayton College & State University Mug; ceramic white with blue font	1996-2005 circa	1	
5		2	Random Assortment of Clayton State Lapel Pins	1986-2012 circa	1	10 pins in total
5		3	CSC, CCSU, & CSU Employee Badges for Angelyn Hayes of Career Services	1986-2010s	1	
5		4	Clayton College & State University 6'inch Ruler; white with blue font	1996-2005	1	

