

**EMORY UNIVERSITY. SCHOOL OF LAW.**  
**Office of Career Services records, 1974-2014, undated**

Emory University  
Emory Law Archives  
Hugh F. MacMillan Law Library  
1301 Clifton Road  
Atlanta, GA 30322  
404-727-0059

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**Descriptive Summary**

**Creator:** Emory University. School of Law.  
**Title:** Office of Career Services records, 1974-2014, undated  
**Call Number:** L-013  
**Extent:** 4.60 linear ft. (12 boxes)  
**Abstract:** Materials documenting the functions of the Emory Law School Office of Career Services including including annual reports, newsletters, student guides and class files containing collected information on graduates.  
**Language:** Materials entirely in English.

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**Administrative Information**

**Restrictions on Access**

Unrestricted access.

**Terms Governing Use and Reproduction**

All requests subject to limitations noted in departmental policies on reproduction.

**Source**

Transfer from Career Services Office.

**Citation**

[after identification of item(s)], Office of Career Services Records, Emory Law Archives, Hugh F. MacMillan Law Library, Emory University.

**Processing**

Processed Nancy Hall Watkins, 2006.

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## **Collection Description**

### **Administrative History**

The purpose of the Office of Career Services at Emory Law School is to provide a full range of services to Emory students to assist them during the job search. These services include: individual advising appointments; training on job search skills; educational programming about the full range of options available for individuals with a legal education; development of career resources materials in both printed and computerized forms; and coordination of campus interviews and job fairs.

### **Scope and Content Note**

This collection consists of materials documenting the functions of the Office of Career Services. The records include, but are not limited to, annual reports, newsletters, student guides and class files containing collected information on graduates from 1974-2001.

### **Arrangement Note**

Arranged by accession and then alphabetically.

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## Container List

### 2012 Acquisition

Box	Folder	Content
1	1	<i>Alumni News</i> , 1992-Vol. VI, nos. 1-9
1	2	<i>Alumni News</i> , 1992-Vol. VI, nos. 10-17
1	3	<i>Alumni News</i> , 1992-Vol. VI, nos. 18-23
1	4	<i>Alumni News</i> , 1999-Vol. 36, no. 36
1	5	<i>Alumni News</i> , 2000-Oct. 6
1	6	Annual reports to the Dean, 1982-1994
1	7	Atlanta Government Agencies, 1991
1	8	Binder for 1st year students, 1999 (1 of 3)
1	9	Binder for 1st year students, 1999 (2 of 3)
1	10	Binder for 1st year students, 1999 (3 of 3)
1	11	<i>Career Services Notes</i> , 1992-Vol. 6
1	12	<i>Career Services Notes</i> , 1992-Vol. 7
2	1	<i>Career Services Notes</i> , 1994 and 1996
2	2	<i>Career Services Notes</i> , 2000-Vol. 15, nos. 16-29
2	3	<i>Career Services Notes</i> , 2001-Vol. 16, nos. 1-12
2	4	<i>Career Services Notes</i> , 2001-Vol. 17, nos. 1-15
2	5	Director's files, 1974-1978
2	6	Director's files, 1984-1989
2	7	Emory Government Mailing List, 1991-1992
2	7	Emory Public Interest Mailing List, 1992-1993
2	8	Employer's guide, 1985-1987
2	9	Employer's guide, 1995-1996
3	1	Faculty resource guide, no date
3	2	Fall procedures manual and directory, 1986
3	3	First Year Students Job Hunting Guide, 1995
3	3	First Year Students Contact List, 2001
3	4	Handout series, 1985, no date
3	5	Information binder, 1999-2000 (1 of 5)
3	6	Information binder, 1999-2000 (2 of 5)
3	7	Information binder, 1999-2000 (3 of 5)
3	8	Information binder, 1999-2000 (4 of 5)
3	9	Information binder, 1999-2000 (5 of 5)
4	1	Legal Career Options and Law Specialties Guide, 1995
4	2	Prosecuting Attorney's List, 1992
4	3	<i>Public interest newsletter</i> , 1992

4	4	Rankings and career services success at Emory University School of Law, 2000
4	5	Resume Preparation and Cover Letter Writing Guide, 1995
4	6	Student guides, 1995-2001, no date
4	7	Student class of 1974 and 1975
4	8	Student class of 1976
4	9	Student class of 1977
4	10	Student class of 1978
4	11	Student class of 1979
5	1	Student class of 1980
5	2	Student class of 1981
5	3	Student class of 1982
5	4	Student class of 1983
5	5	Student class of 1984
5	6	Student class of 1985
5	7-8	Student class of 1986
6	1	Student class of 1987
6	2-3	Student class of 1988
6	4-5	Student class of 1989
6	6	Student class of 1990
7	1-2	Student class of 1991
7	3	Student class of 1992
7	4	Student class of 1993
7	5	Student class of 1994
7	6	Student class of 1995
8	1	Student class of 1996
8	2	Student class of 1997
8	3	Student class of 1998-2001
8	4	Three-Year Employment and Recruiting Report, 2012

## 2015 Acquisition

### Binders

9	1	Fall Career Services manual, 2000-2001
9	2	Post-Graduate Employment Search Strategy session, 2008
9	3	Three-Year Employment and Recruiting Project, circa 2012
9	4	Style Manual and Services Guide, 2004
9	5	Summer-Fall 2008 Recruiting Orientation, 2008
9	6	IL Introduction to Career Development, 2008

### Office Files

- 9 7 General files (1 of 3), 1990-2004
- 9 8 General files (2 of 3), 1990-2004
- 9 9 General files (3 of 3), 1990-2004
- 10 1 Emory articles, 1991
- 10 2 Law School history, 1990
- 10 3 Public Interest Newsletter, 1991-1993
- 10 4 Young Alumni Council, 1996-2004

### **Publications**

- 10 5 Brochures (1 of 2), 1990-2002
- 10 6 Brochures (2 of 2), 1990-2002
- 10 7 *Career Services Notes*, unsorted, 1998-2001
- 10 8 *Career Services Notes*, 1988-1999 February
- 10 9 *Career Services Notes*, 1999 March-2000
- 10 10 *Emory International Law Review*, 1994 Spring
- 10 11 Emory Law School Information and Application, 1989-1990
- 10 12 Emory Law School Information and Application, 1990-1991
- 11 1 Emory Law School Information and Application, 1993-1994
- 11 2 Emory Law School Information and Application, 1994-1995
- 11 3 Emory Law School Information and Application, 2001-2002, 2004-2005
- 11 4 Emory Lawyer Annual Report, 1990-1993
- 11 5 *Emory Lawyer*, 2003-2004, 2011
- 11 6 *Emory Magazine*, 1990, 2001-2002, 2011
- 11 7 Institute for Comparative and International Studies, 1998-2014
- 11 8 *International Emory*, 1999, 2001
- 11 9 *Lawyers and Leaders for the 21st Century*, undated
- 11 10 Promotional material, 2007, undated
- 11 11 Promotional material, CSLR, Public Interest Law, Environment and Natural Resource Law, 1996, undated
- 12 1 Recruitment guide, 2011-2012
- 12 2 Other publications, 1989-2007

### **Other Papers**

- 12 3 Guides, 1993-2002
- 12 4 Information for Applicants, 1985-2002
- 12 5 Memorandums, 1991-2002
- 12 6 Programs and invitations, 1994-2012
- 12 7 Recruitment material, 1999-2012