

Secretarial Staff Offers Office Practice Students a Variety of Practical Training Experiences

Who makes Chemawa tick? - Chemawa's secretarial staff.

Chemawa Office Practice students work in the Administration Office under the direction of Mrs. Thompson, Mrs. Azure and Mrs. Cowley. They handle the PBX switchboard, which involves placing long distance as well as local calls. They answer all incoming calls and route them to the proper extension. In addition to handling the switchboard, they file, prepare lists and operate the Xerox machine.

Under the supervision of Mrs. Holman, the Academic secretary, Office Practice students see yet another side of office work, with the hectic pace of the Principal's Office. In addition to answering the telephone, the students keep the attendance book up to date, make calls on the classroom intercom and assist Mrs. Holman in filing and typing.

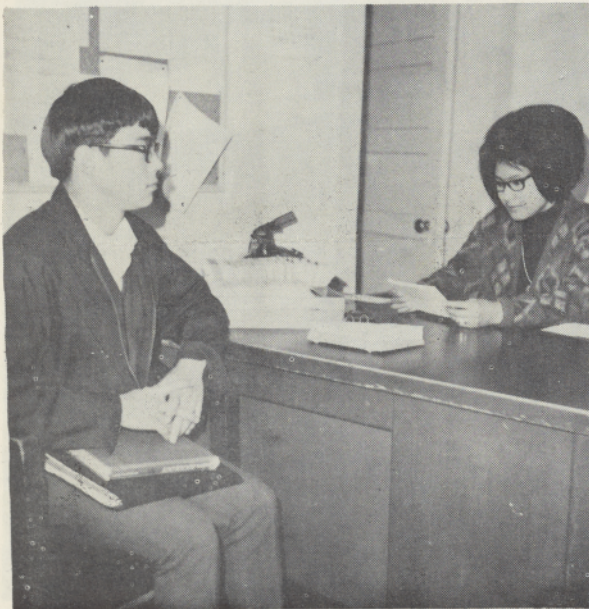
Students placed in the Guidance Office as part of their Office Practice training work under the supervision of Mrs. Carlson. These students act as a receptionist for the guidance staff, as well as answer the phone, typing and filing.

Other Office Practice students work in the Placement Office preparing the weekend work list and assisting Mr. Matt.

Without the help of Chemawa's excellent professional secretarial staff, this on-the-job training program would not be possible.



Mrs. Holman, Academic Secretary, is showing Irene Livingston how to use an alphabetic card file.



Terenty Buterin is checking with Mary Kaleak in the Student Employment Office about a Saturday job in the Salem area.



Angie Douglas is placing a long-distance call through the PBX switchboard in the Administration Office.