

Guide to the Vassar College Assistant to the President Records, 1929-1979

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Collection Summary

Repository: Archives and Special Collections Library, Vassar College Libraries

Creator: Vassar College. Assistant to the President

Title: Vassar College Assistant to the President Records,

Dates: 1929-1979

Quantity: 32 cubic feet (32 boxes)

Abstract: Office files containing correspondence, minutes, memoranda, calendars, and questionnaires relating to students, endowments, lecture series, committees, and other college business.

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Administrative History

The first Assistant to the President, Arthur A. Hauck, was hired in 1929. The position was originally requested by the Trustee's Endowment Committee, with the purpose of bringing financial expertise to the administration in order to handle the burgeoning numbers of gifts and bequests. The position has changed to meet the needs of subsequent administrations to include a variety of functions.

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Scope and Content Note

Office files containing correspondence, minutes, memoranda, calendars, and questionnaires relating to students, endowments, lecture series, committees, and other college business. The records were created and maintained by either an Assistant to the President or the President's Executive Secretary.

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Arrangement

This collection is arranged in 7 series. Each series includes the records of a particular Assistant to the President or Executive Secretary. [Top](#)

Subject Headings

Organizations:

- Vassar College--Administration
- Vassar College--Endowments
- Vassar College--Students
- Vassar College. Library

Subjects:

- Women's colleges--New York (State)--Poughkeepsie

VCL Categories

- Vassar College Presidents

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Encoding Information

Encoded by Elizabeth Clarke, April 2007.

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Administrative Information

Preferred Citation

Vassar College Assistant to the President Records, Archives and Special Collections Library, Vassar College Libraries.

Processing Information

Processed by Cynthia Sauer, 2002.

Acquisition Information

Transfer from the Office of the President.

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Container List

Arthur A. Hauck

Box 1 Card file, ca. 1920-1938

Sydnor H. Walker

Box 1 A-E, 1938-1952

Box 2 E-P, 1938-1952

Box 3 P-Z, 1938-1952

Box 3 Academic Invitations, 1949/1950-1955/1956

Box 3 Calendar, 1950/1951-1952/1953

Box 3 "Displaced Persons" — Students who never came

Box 3 Endowment Committee, 1950-1953

Box 3 International Relations Committee

Box 4 Kenyon Lectures, 1949-1953

Box 4 Lecture Committee, 1950-1952

Box 4 Library Committee, 1950-1952

Box 4 Middle East Seminar

Box 4 Student Questionnaires to 1954

Florence Clothier Wislocki

Box 4 A, ca. 1956-1968

Box 5 A-C ca. 1956-1968

Box 6 C-H, ca. 1956-1968

Box 7 I-T, ca. 1956-1968

Box 8 U-Z, ca. 1956-1968

Box 8 Trustees ca. 1956-1968

Box 8 Miscellaneous, including Mellon Conference, Commencements, 1949-1970 (box only 3/4 full)

George Langdon / Glenn Johnson

Box 10 Group 1, 1967-1970

Boxes 10-11 Group 2, 1967-1970

Boxes 11-12 Group 3, 1968-1969

Boxes 12-13 Group 4, 1968-1970

Boxes 13-14 Group 5, 1968-1970

Boxes 14-15 Group 6, 1968-1971

Boxes 15-17 Group 7, 1968-1972

Boxes 17-18 Group 8, 1968-1972

Box 19 Group 9, 1969-1970

Box 20 Group 10, 1971-1972

Box 21 Misc. Additions (box less than 1/4 full)

Velma Gooding

Box 9 Date Books, 1959-1976
Boxes
22-23 Gooding, 1968-1973

Gregory Fahlund

Boxes
23-24 Group 1 1971-1973
Box 24 Group 2, 1973-1976
Boxes
25-26 Group 3, 1971-1976
Boxes
26-27 Group 4, 1972-1974
Boxes
28-29 Group 5, 1973-1975

Marla Orr MacKenzie

Box 29 A-C, 1973-1977 (bulk 1975-1977)
Box 30 C-Z, 1973-1977 (bulk 1975-1977)
Box 30 A-C, 1971-1979 (bulk 1977-1979)
Box 31 C-Z, 1971-1979 (bulk 1977-1979)
Boxes
31-32 Trustees, 1975-1979, (Box 32 only 1/4 full)

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▼ Details

Abstract

Office files containing correspondence, minutes, memoranda, calendars, and questionnaires relating to students, endowments, lecture series, committees, and other college business.

Collection Title

Vassar College Assistant to the President Records,