

From January, 1936 to September, 1937 I was secretary for the Child-Welfare Services Department of the Kansas Emergency Relief Committee (a new department set up at that time under the Social Security Act). In this capacity some of my duties included opening mail; securing information necessary to answer the mail; typing; answering letters of a general nature; gathering material for reports; writing up of reports; keeping records of all sorts, including card files; filing; making up orders for books, supplies, etc.; working up budgets and quarterly reports to be submitted to the U.S. Children's Bureau; reading supervisory reports and making note of important matters, such as recommendations, and seeing they were handled promptly; taking care of expense accounts for the field workers; and numerous other duties expected of a secretary.

In September, 1937 I resigned from the Kansas Emergency Relief Committee to take employment as part-time secretary of the Department of Sociology at the University of Kansas, and to attend school. My duties in the Sociology Department included dictation and typing for eight professors; cutting stencils and running them on the mimeograph for nearly all of the exams given; taking care of expense accounts; typing manuscripts; and also I had full responsibility for reporting working hours of six to ten C.S.E.P. students for the Department. I carried from twelve to thirteen hours of classes each semester and worked on an average of four hours a day. My only reason for seeking another position is financial.

For references you may consult the following:

Mr. John G. Stutz, Executive Secretary, League of Kansas Municipalities, Fraser Hall, University of Kansas.

(Mr. Stutz was Executive Secretary of the Kansas Emergency Relief Committee and is acquainted with my work there in addition to my duties at the League of Kansas Municipalities)

Dr. Carroll D. Clark, Chairman, Department of Sociology, University of Kansas.

Miss Esther E. Twente, Department of Sociology, University of Kansas

(I have worked directly under Miss Twente both at the Kansas Emergency Relief Committee and the Department of Sociology, University of Kansas)

My Lawrence address is 1245 Oread, phone 1504; my home address is Eudora, Kansas, phone 162. If my application is accepted I shall strive in every way to give satisfactory service.

Very sincerely yours,

*Lauretta Gerstenberger*