



One Business Course that Girls are Paid to Take

It Costs Money for a Girl to Learn Stenography and Bookkeeping

But She is Well Paid While Learning Telephony

Permanent Positions Guaranteed. Good Pay. Splendid Chance for Advancement

"A free business education for every girl who would like to equip herself for the most fascinating work offered to the feminine sex"—that might well be the preface for a "want ad" signed with the name of the Bell Telephone Company.

Without exaggeration, it is exactly what the phone company offers to girls who are anxious to increase their earning ability. For it is true that the telephone company does give its employees a free business education. And it is equally true that the work for which this specialized business course prepares them—namely, that of telephony—is, in the opinion of its votaries, positively the most fascinating employment a girl can secure.

WHAT MARGARET SALTSMAN THINKS ABOUT IT.

If you are inclined to doubt that statement, listen to what Miss Margaret Saltzman has to say on the subject.

Incidentally, it may interest you to know that back in the spring of 1915 this young lady was a student in the high school, at Knoxville, Tenn. In April of that year she came to Indianapolis and answered to the call of telephone work.

She was enrolled as a student in one of the beginner's classes, in what is often called the most practical business school in existence devoted to education in a single line of industry.

Less than two years later Miss Saltzman had passed through the several stages of promotion from operator to supervisor, which lucrative position she held with great success.

For several months during the year of 1919 she was transferred to the employment department, where she served as a recruiting officer, and was exceptionally successful in obtaining new employees.

All of which varied history proves that the graduates of the Telephone School face ample opportunities for advancement and salary increases. Miss Saltzman says she would not trade places with any girl she knows in any other occupation.

This brings us back to the original statement that telephone employees insist theirs is the most interesting of work.

On this subject Miss Saltzman says:

"The work around the telephone exchange is positively the most fascinating in the world. Until you have had a taste of it you can not begin to imagine how it stimulates the imagination.

"Just think of it, the telephone girl has at her finger tips the whole commercial and social intercourse of the community. She really feels the pulse of all that is going on in the vicinity of the exchange. In case of accident or fire, her work picks up. The wires are literally kept hot with the excitement of the community. And through it all she feels the great responsibility of service to all who make use of the telephone. When you look at it that way, there can not be any occupation more fascinating than that of the telephone girl.

TELEPHONE WORK IS NOT AT ALL MYSTERIOUS.

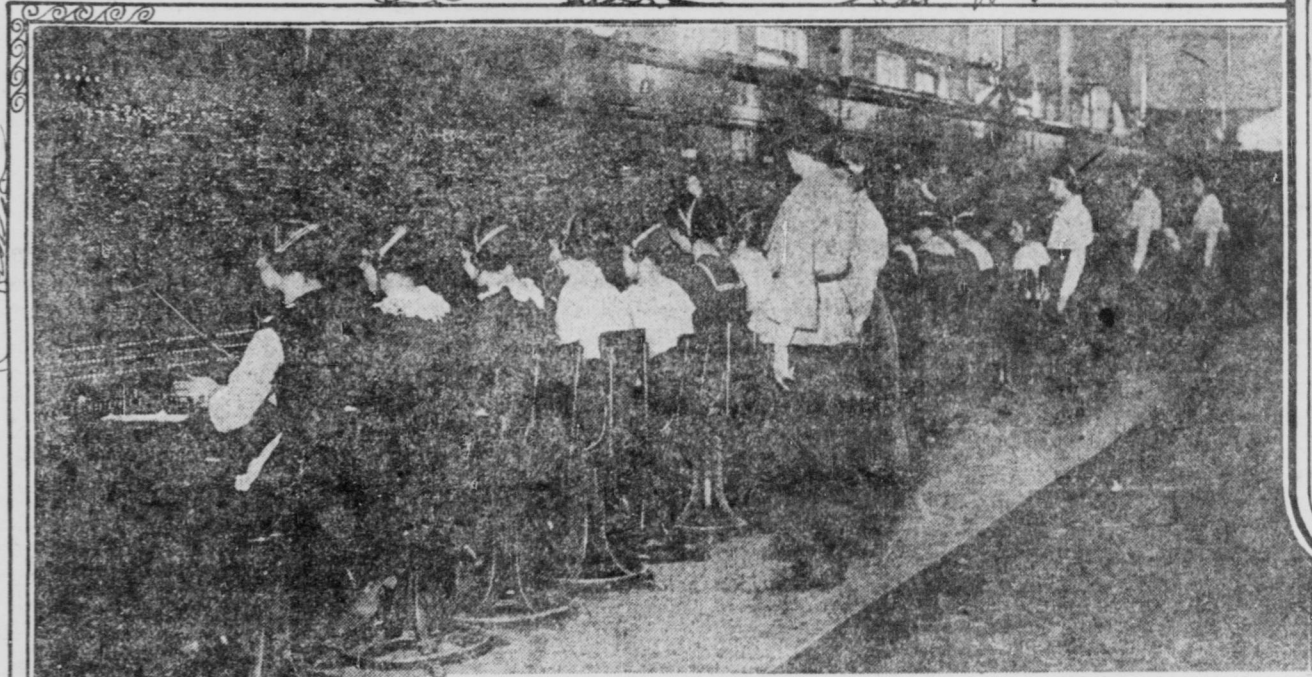
"And really, there is nothing mysterious about it, at all. The work is very easily learned. Most girls graduate from our training school in as little as two weeks. But whether they take two or three weeks longer, they are paid while learning. I think in many cases the student telephone girl receives as much as the finished stenographer or bookkeeper gets on her position, after she has graduated from a business course that taken her anywhere from one to three months to acquire and has cost her anywhere from thirty to a hundred dollars in tuition fees."



MISS STUCKWISH WHOSE TRAINING MADE HER INSTRUCTOR OR IN LESS THAN 2 YEARS



THESE GIRLS ARE BEING PAID WHILE LEARNING TELEPHONY



THE STUDENT GRADUATES IMMEDIATELY INTO A WELL PAID POSITION WITH SPLENDID OPPORTUNITIES FOR ADVANCEMENT



REST ROOMS LIKE THIS MAKE TELEPHONE WORK DESIRABLE



MISS SALTSMAN WHO ENTERED THE SCHOOL IN 1915 AND BECAME SUPERVISOR IN 1917

A \$75 EDUCATION FREE TO PHONE GIRLS.

A comparison of conditions between the opportunities open to various lines of female help, reveals the fact that there is no other business training of similar attractiveness than can be acquired so easily as that of telephony—that is so congenial in its surroundings—or that offers speedier and steeper opportunities for advancement.

If a girl decides to take up stenography or bookkeeping as her life work she is required to dedicate a specified period of her life to the acquirement of the rudimentary knowledge of the profession. In addition she pays what in many cases is a burdensome fee.

When she is out of school she is forced to seek employment. Since the desirable positions always go to the experienced girl, she may or may not get an immediate position. Usually she is forced to change positions often before she is established in a place where both she and her employer are satisfied. At best, her lot in the early years of her business life is one of chance.

"And—as is so often the case with business women—after she has reached a certain stage in life, if she is not fortunate enough to have contracted a happy marriage, she finds it increasingly more difficult to find and keep employment as she grows older.

Not so with the telephone employee. Her training is quick and certain—and is entirely at the expense of the employing company. If she has other obligations in life which she must fill—such as completing her high school or college education, she can do so and at the same time learn the telephone work. For the hours can be adjusted to suit her convenience. Better still, if she is trying to pay for

her own education, or even contribute towards its expense, she is paid while learning.

SALARY IS INCREASED IMMEDIATELY ON GRADUATION.

As soon as she is declared proficient her salary is increased, and here also, if her day-time duties prevent her from taking up the work during the ordinary working hours, employment will be found for her every day at such hours as may best fit her convenience.

Those who know say that this is true of no other occupation a woman can enter.

Another appealing feature is the fact that the girl can find work near her own home if she so desires.

For instance, in Indianapolis there are seven different telephone exchanges, each located in a different part of the city, and each complete in its appointments. Any girl who has finished her training course can be transferred to the exchange within easiest reach of her place of residence.

Still another advantage accruing to the graduates of the telephone school are special insurance benefits and pension features.

As for the school itself, it is a remarkable institution, occupying a large area of floor space on the fourth floor of the "Main" exchange building at Meridian and New York streets.

There are regular class rooms, equipped with the convenient one-arm chairs, and the blackboards found in all well-equipped business and academic schools of higher education.

Competent instructors teach the beginners all the duties and accomplishments of the telephone operator, and point out to her the many opportunities for advancement that await those who become proficient.

HUNDREDS OF GIRLS NEEDED FOR ADVANCED POSITIONS.

As a matter of fact hundreds of girls are needed at all times to fill these higher positions, and enrollment in the school is the first step on the ladder of advancement. Ahead of the student are opportunities to become operators, toll operators, information operators, trouble clerks, assistant supervisors, supervisors, assistant instructors, instructors, recruiting officers, welfare workers, etc. In addition graduates of the school often find most congenial occupations in the many clerical departments requiring skilled help of a highly specialized nature.

The ground work of all these well paid higher positions is laid during the time the girl is being paid to learn her new vocation.

This ground-work consists in a detailed knowledge of the switchboard, and instructions in its operation. The students are taught to find any number quickly and surely. By the time they have finished the earlier classes, each girl is thoroughly familiar with the fundamentals of the work.

Then comes the practice operating, in a room that duplicates in appearance a section of the actual switchboard room.

Here the girls are seated before regulation switch boards and in practice perform every conceivable operation that can be necessary in the work of telephony.

Instructor-operators, seated at a switch board in another part of the room, pick up the receiver, shake the hook, call for numbers, and complain about perfectly good service—just as do regular telephone subscribers.

In a surprisingly short time all trace of timidity has left the student. She becomes thoroughly accustomed to the situation.

As her efficiency is increased, the calls are sent through to her

faster and faster, and with increasing speed and accuracy she performs her tasks.

Now she is ready to leave the school. If it were not for the fact that her salary had been increased she would be scarcely aware of the change. She finds conditions in the big switchboard room an exact counterpart of those she left in the higher grades of the school.

She is started on the real road of accomplishment as a finished votary of telephony.

WORK EASILY ACQUIRED.

The work is of a nature that can easily be acquired by any girl of average intelligence. But this does not deter girls of finished education from taking it up. At the top in many exchanges will be found the products of some of our best schools and colleges. They find the work fascinating and lucrative. They find that in this work, as in few others, they are permitted to mingle with young women of picked qualities—bright, clean girls, for the most part of even disposition, and all in all fit to associate with any one.

SPLENDID CLASS OF GIRLS IN TELEPHONE WORK.

For instance, there is Miss Eleanor Stuckwisch, a recent graduate of Manual Training High School. Less than two years ago Miss Stuckwisch entered the telephone school. For one year she was an operator. For the succeeding ten months she served in one of the clerical departments. Today she is an instructor in the very school that was her first introduction to the work.

Miss Stuckwisch says that the fascinating nature of the work is not the only thing that attracts girls to telephone work.

"I really think," she says, "that I should like the work even if it were not so interesting. That is because of the wonderful opportunities to form friendships with the right kind of girls.

"Really, I never saw a place outside of high school, where so many fine girls could get together. Another feature that pleases me is the advantages we have for recreation. The company gives us three rest periods a day that can be spent in the beautiful rest room."

WONDERFUL REST AND RECREATION FEATURES.

For instance, the rest room in the main building is glass-enclosed, just like a sun parlor. And, for all the world, it is furnished exactly like a fine, big sun parlor, with delightful wicker furniture.

Great wicker chairs and rockers are scattered all about the rug-strewn hardwood floors. Here and there are restful wicker couches, on which the girls can recline while listening to the music of the piano or victrola.

One or the other of these instruments is constantly in use. At one end of the room the floor is kept clear of rugs and furniture. Here there are always a few couples going through their dance steps. Indeed, dancing seems to be one of the most popular forms of "off-time" diversion. And, strange to it may seem, this form of musical exercise seems to be just as restful and refreshing as a snooze on one of the couches.

For those who desire to read, a well-stocked circulating library is provided. All the current newspapers and magazines are likewise kept on hand.

At night, when the lights are lighted, this rest room, with its bright-faced girls taking their ease, is really one of the most enchanting spots imaginable.

The company finds it pays to keep the girls bright and cheerful, for this increases their efficiency and makes their work more appreciated by the subscribers. Every one knows how pleasant it is to hear a kind, cheerful voice over the telephone.

The company endeavors to make all the voices of its girls pleasant

to hear, by keeping the girls themselves happy and cheerful at all times.

For this same reason, the health of the girls is safeguarded in every possible way.

PERMANENT POSITIONS WITH ADVANCEMENT FOR ALL WHO QUALIFY

All in all, the work is made just as interesting and attractive as possible. As a matter of fact, one official of the telephone company said, "You can readily see why we go to such trouble and expense to make the girls happy. The training we give each girl is very expensive. It costs at least \$75 to put a girl through the school. That expense is borne by us and not by the girl. Naturally, having made

as great an outlay as that on the telephone education of an employee, we are going to do everything we can to hold her interest in the work."

That is why girls who enroll in the school, in addition to collecting from the company during the time they are learning the work, are given an increase as soon as they graduate into the actual work itself and have other increases awaiting them just as fast as they improve in efficiency. It is also why the telephone company guarantees a permanent position, with good opportunities for advancement, to every girl who will take the course and become proficient in the work. There are at this time vacancies to be filled by skilled operators, both toll and local, as well as openings for beginners.

Girls Interested in Learning Telephone Work Should Apply to the

Indiana Bell Telephone Co.

New York and Meridian Streets

Employment Desk in Main Lobby

INDIANAPOLIS, IND.

—Advertisement.