





At IBM we're using our knowl-  
edge and our machines to  
help our customers solve prob-  
lems which will make this  
world a better place to live in.

We're working on the problems of our crisis-racked cities which in America will house four-out-of-five people by the year 2000, but which in too many cases cannot even supply their citizens with basic necessities such as clean air and water.





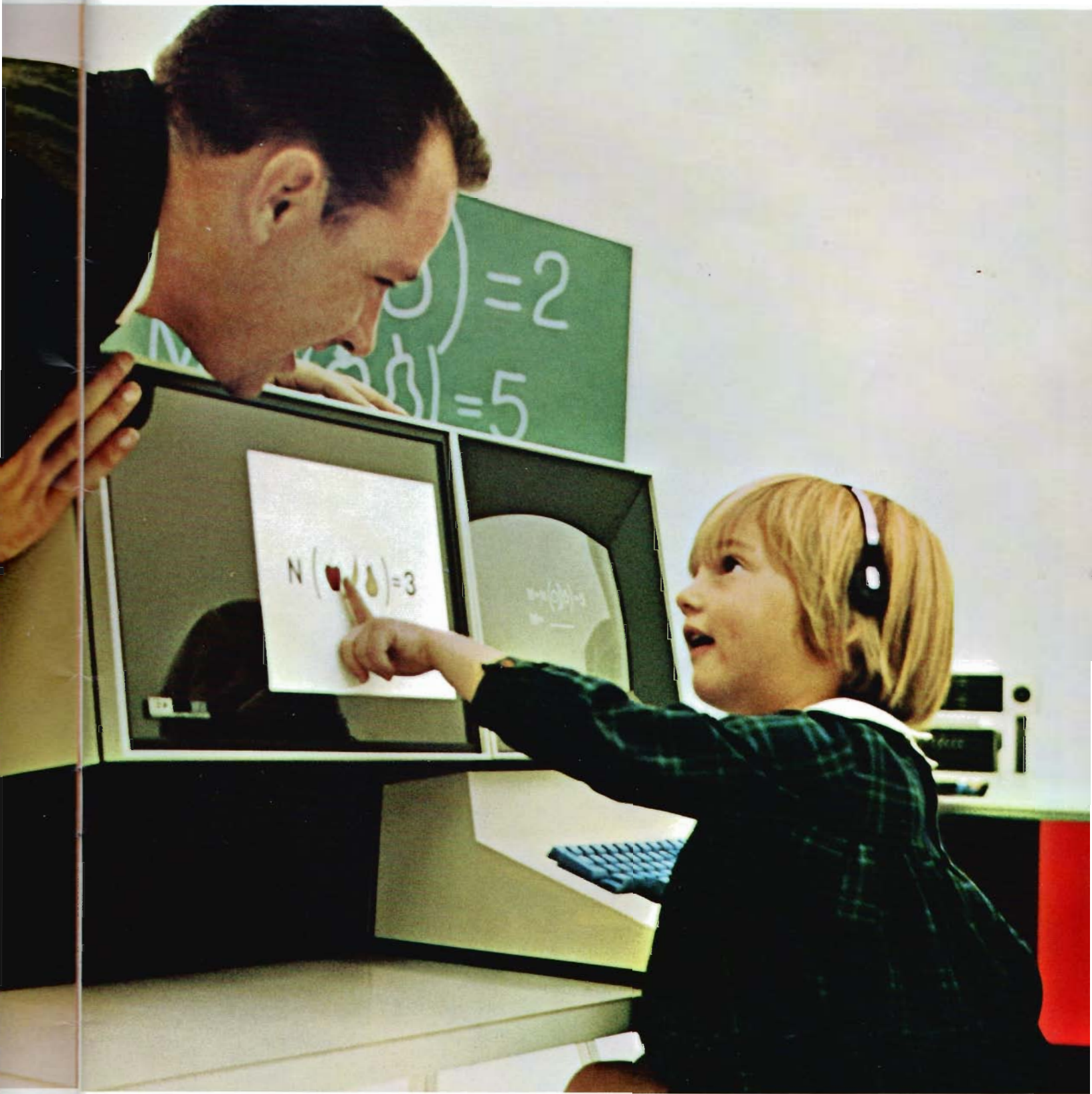
We're working on the problems connected with the coming conquest of space and how "by the year 2000," according to the head of the Marshall Space Flight Center in Huntsville, Alabama, "we will undoubtedly have a sizeable operation on the moon, we will have achieved a manned Mars landing, and it's entirely possible we will have flown men to the outer planets."



We're working on the problems of education by exploring new systems which could help our schools teach more children more new knowledge than ever before in the history of mankind.







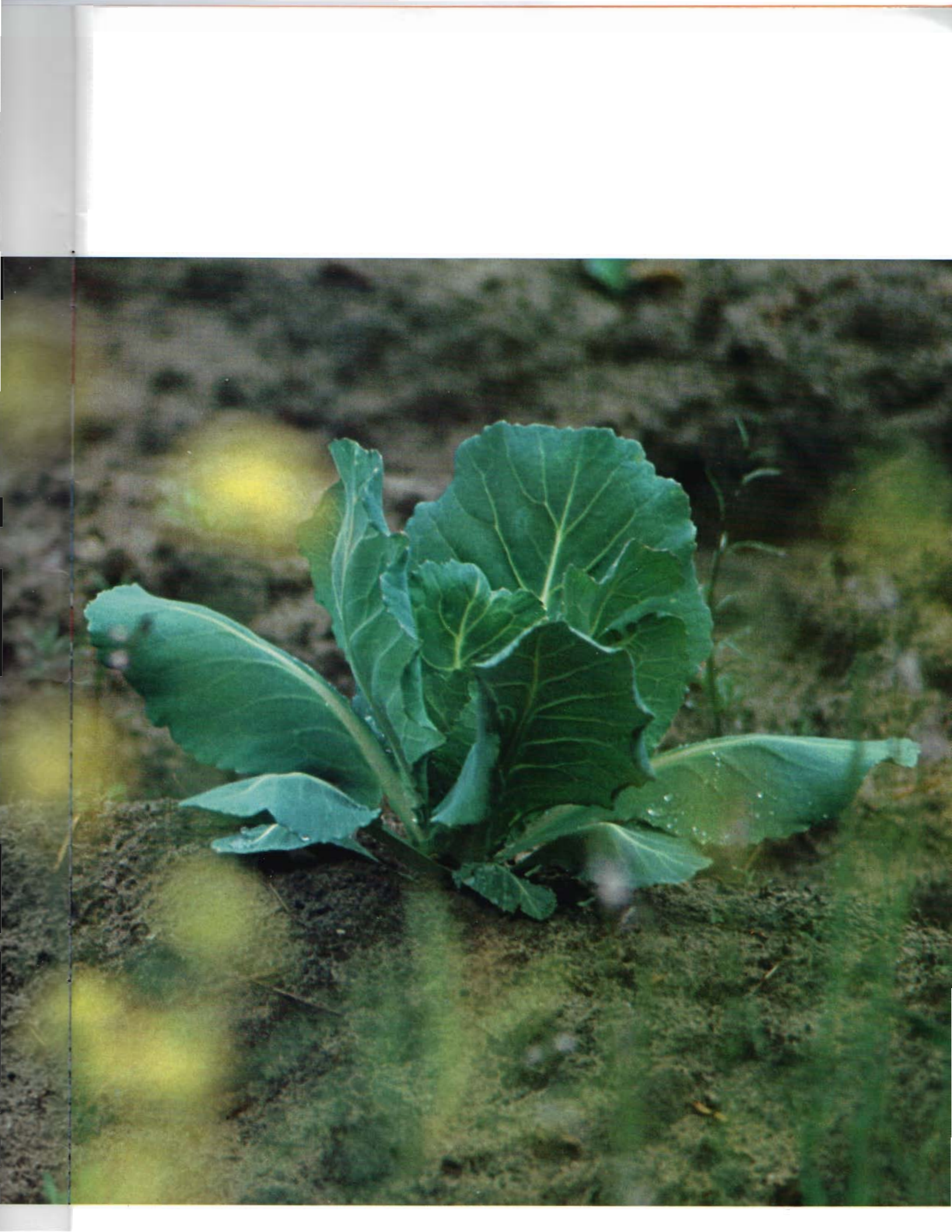




We're working on the problem of the world's transportation boom that during the next three decades will see the number of automobiles increase from 150 million to 450 million, passenger trains travel at over 200 miles-an-hour, and new jumbo jets whoosh through the crowded skies at speeds of close to 2000 miles-an-hour in the 1970's and possibly 4000 miles-an-hour in the 1990's.

We're working on the problem of improving agricultural production which is inadequately feeding today's world population of three billion, and will probably be even less able to feed the six billion people expected to inhabit this planet by the year 2000.

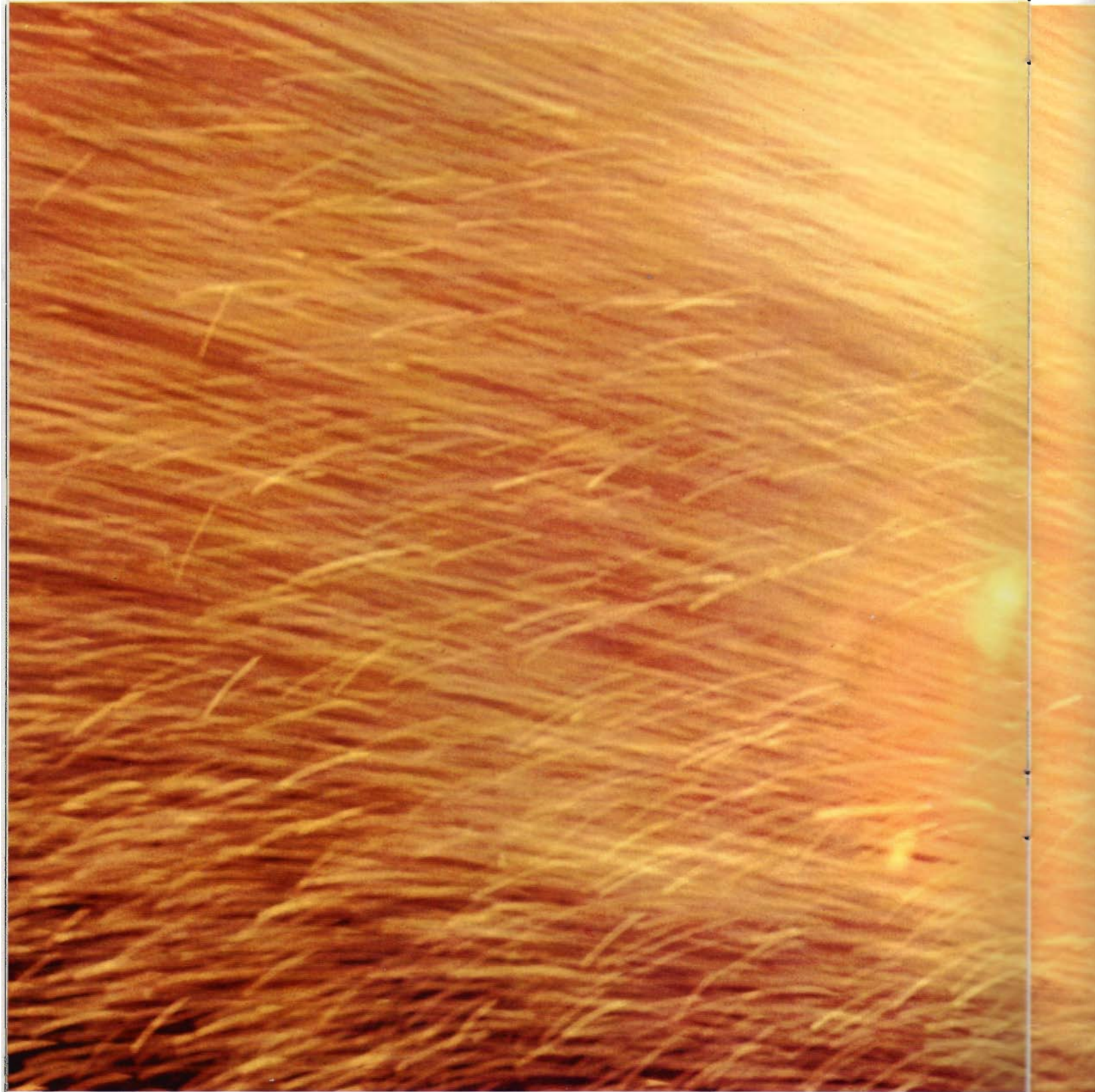




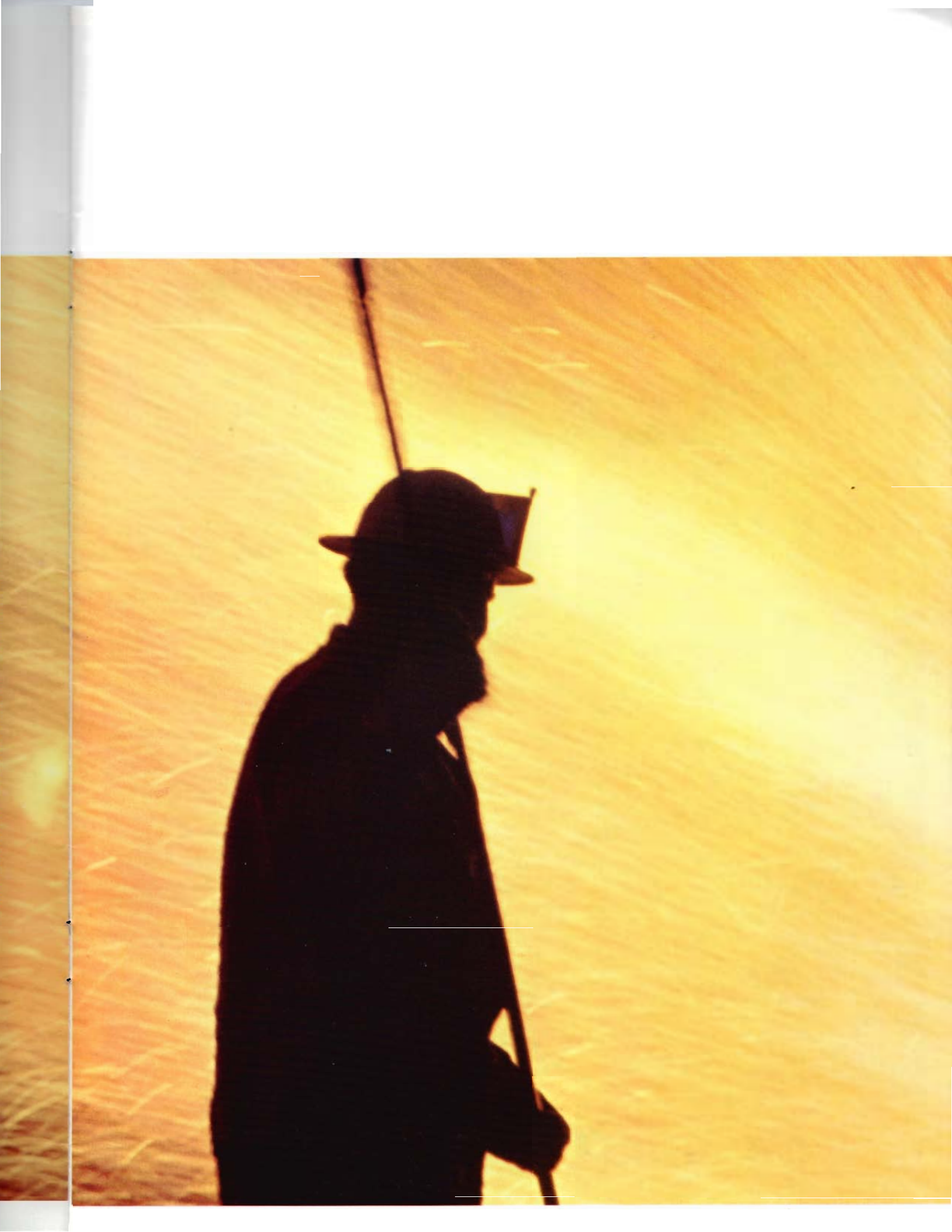
We're working on the problem of new construction which is so immense that during the remainder of this century, in the United States alone, "we must literally build," in the words of the President, "a second America—putting in place as many houses, schools, apartments, parks and offices as we have built through all the time since the Pilgrims arrived on these shores."



We're working on the problems inherent in creating the new breakthroughs in manufacturing, marketing and management that will be required to meet the rising needs and expectations of people throughout the world.









Who works on all these problems at IBM?

People like you.

Intelligent men and women who are concerned about the great challenges we face, and have the education and energy to help do something about them.

This problem-solving ability has made IBM a world leader in the information processing industry, and enabled us to grow into an international manufacturing and marketing company whose computers, typewriters, dictation equipment and other information-handling products are at work in more than 100 countries all over the globe.

The demands for problem solving in business, science, education and government have already triggered explosive growth in the industry. So promising is the potential that one major company after another has come into the field. Hundreds of others have been formed to design and produce peripheral equipment and provide systems support. The industry has become a magnet for thousands of suppliers. It has grown into a community which year after year attracts the liveliest of the nation's young talents. In it, they find excitement, the opportunity for commitment, the chance to test themselves and discover their worth.

And what of the years ahead? More problems, certainly, of monumental proportions. But with these problems, unmatched opportunities to create and apply the technologies that may point the way to solution. In computers alone, the number of systems at work has tripled in just five years. Speeds are up, computing costs are down. As a result they can now be used more imaginatively and economically in an ever-widening array of applications.

Because information-handling systems are used in every conceivable area of human experience, men and women involved with them will find themselves involved in matters of meaning and value to the world in which they live.

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# Where might you begin at IBM?

|  | Marketing | Programming | Science and Engineering | Finance Administration Purchasing |
|--|-----------|-------------|-------------------------|-----------------------------------|
| <b>Liberal Arts and Business Disciplines</b>   |           |             |                         |                                   |
| All Humanities and Social Sciences             | █         | █           |                         | █                                 |
| Accounting                                     |           |             |                         | █                                 |
| Advertising, Public Relations                  |           |             |                         |                                   |
| Business Administration                        | █         |             | █                       | █                                 |
| Economics                                      | █         |             |                         |                                   |
| Finance  |           | █           |                         |                                   |
| Industrial Management                          |           |             | █                       |                                   |
| Marketing and Distribution                     | █         | █           |                         | █                                 |
| <b>Engineering Disciplines</b>                 |           |             |                         |                                   |
| Aerospace Engineering                          | █         | █           | █                       | █                                 |
| Ceramic Engineering                            | █         | █           | █                       | █                                 |
| Chemical Engineering                           | █         | █           | █                       | █                                 |
| Civil Engineering                              | █         | █           | █                       | █                                 |
| Electrical Engineering                         | █         | █           | █                       | █                                 |
| Engineering Management                         | █         | █           | █                       | █                                 |
| Engineering Mechanics                          | █         | █           | █                       | █                                 |
| Engineering Physics                            | █         | █           | █                       | █                                 |
| Engineering Science                            | █         | █           | █                       | █                                 |
| General Engineering                            | █         | █           | █                       | █                                 |
| Industrial Engineering                         | █         | █           | █                       | █                                 |
| Mechanical Engineering                         | █         | █           | █                       | █                                 |
| Metallurgical Engineering                      | █         | █           | █                       | █                                 |
| Power Engineering                              | █         | █           | █                       | █                                 |
| <b>Science and Other Technical Disciplines</b> |           |             |                         |                                   |
| Physics  | █         | █           | █                       |                                   |
| Chemistry                                      | █         | █           | █                       |                                   |
| Metallurgy                                     | █         | █           | █                       |                                   |
| Mathematics                                    | █         | █           | █                       |                                   |
| Statistics                                     | █         | █           | █                       |                                   |
| Operations Research                            | █         | █           | █                       |                                   |
| Computer Sciences                              | █         | █           | █                       |                                   |
| Communication Sciences                         | █         | █           | █                       |                                   |
| Material Sciences                              | █         | █           | █                       |                                   |

## Marketing

Marketing people at IBM develop, sell and help implement solutions to information-handling problems. If you join IBM in marketing, you will be the link between the company's products and their application in business, government, education and science. You will be responsible for relations with IBM customers and prospects, and be intimately involved in the planning and installation of IBM equipment.



Right: An IBM Data Processing trainee makes a point to his instructor during a teaching session. This new IBM computer salesman will be back in school often—to keep up with constantly improving products and systems, industry specialization, and competition.



# Marketing

What kind of people build successful marketing careers at IBM? The answer is all kinds. Academically, for example, their backgrounds may range from Liberal Arts or Business Administration, to Engineering or Education. Yet, all IBM marketing people have several vitally important traits in common. One is the ability to keep learning new concepts, technologies and their application. Another is the mature judgment needed to work with our customers' top management. Still another is the ability to work closely with one another in providing our customers with the best possible service.

In IBM Marketing, as in all other areas of the company, your education never stops. You can expect to spend more than a year in our Marketing Training Program, for example, if you decide to join the Data Processing Division which markets IBM's full line of information-handling systems and equipment throughout the United States. This training is equivalent to about three semesters of graduate-level work in classroom hours alone.

## Data Processing Marketing

Providing IBM customers with computing systems to help solve their individual problems requires a group of Data Processing specialists working together as a team. One key member of this IBM team is the marketing representative. If you decide on this kind of work, you'll be thoroughly trained in computers, and learn a great deal about how your customers operate their businesses. You'll help a customer determine what kind of system he needs to operate his business better. You will see to it that your customer's staff gets the right kind of training at an IBM Education Center. And you'll keep him up to date about new computer applications in his industry.

As time goes by, you may find yourself specializing in one of many industries such as aerospace, education, medicine, distribution, publishing and printing,

state and local government, finance, and process control. More than likely, you will then periodically supplement this industry knowledge through special IBM applications schools and advanced industry seminars.

Another key member of the IBM marketing team is the man or woman who's an expert in systems engineering. These are people with versatile and analytical minds who determine the optimum system needed to solve a particular customer problem. In this work you'll spend days and weeks with a customer digging up facts, asking probing questions, and really learning his business inside out—months before his computing system is installed.

If you choose systems engineering, you will guide our customers every step of the way to a successful installation. You will advise about systems design, help plan computer programs and suggest ways to write the programs more efficiently. You will help the customer test and improve the programs before his system is delivered.

As you develop in systems engineering, you may move on to SRI—the IBM Systems Research Institute. It's a 720-hour pressure cooker where the most difficult systems problems are pored over, worked on, dissected and solved. After weeks of study, the SRI graduate returns with an increased ability to design better information systems.

IBM Marketing also includes the area of information marketing, a new and rapidly growing IBM service which provides customers with facts from current industrial and marketing information stored in IBM's "data banks." With this information, IBM computers provide customers with market descriptions and analyses largely unavailable until now. In this area you will also work to help customers use time-sharing terminals to reduce the cost of applying computer power to their problems. People with initiative from virtually any academic discipline can find an unusually bright future in information marketing.

An IBM Data Processing systems engineer talks with a pharmacist about a new IBM hospital information system which, among other things, transmits doctors' orders and prescriptions from nursing stations directly to the hospital pharmacy.



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## Office Products Sales

The Office Products Division sales representative helps IBM customers find more efficient ways to solve their written communications problems through the use of IBM electric and magnetic tape typewriters, dictation equipment, cold type composing equipment, and related supplies. If you select this IBM career, you will be given extensive training in sales, market analysis, and business procedures, as well as a firm grounding in IBM's entire line of office products. You'll also receive an opportunity to work in a part of IBM where ability is very quickly recognized with advancement and financial rewards.

## Information Records Sales

Sales representatives in the Information Records Division help recommend equipment for generating, storing and handling business records, and help our customers decide on the best methods for retrieving these records. In this field, you will become thoroughly acquainted with your customer's data processing and record systems, and serve as a valued consultant to his organization.

A career with Information Records sales is an opportunity to move into a new field—records management—that in a few short years has become essential to every area of industry, government and science.

Other career areas in IBM Marketing are market planning, market research, and communications embracing advertising, public information, promotion, and communications research.

Successful IBM marketing people can go practically anywhere in the company. Their training, their knowledge of the company's products and their dedication to customer service equip them for the most responsible jobs IBM has to offer.

*IBM career opportunities in Marketing await you in over 250 branch offices in key cities throughout the United States.*



A salesman for IBM's Office Products Division demonstrates to the partners and office manager of a law firm how IBM dictation equipment can balance the work load and increase the productivity of the secretarial staff. His success with this customer was one more step toward a fine sales record.

## Typical Starting Assignments

**MBA '66:** "After computer training, I worked with the cyclotron lab of a major university installing one of the first System/360, Model 44 computers. This installation experience helped me shoulder responsibility quickly as a Data Processing marketing representative."

**B.S. Industrial Engineering '58:** "Shortly after I joined IBM in 1963, I designed and implemented a court cost accounting system for the local County Auditor account. It was the first system of its kind. I had to get right out and learn the customer's complex problems of court legalities. My system design earned me a trip to the IBM Systems Engineering Symposium."

**B.A. English '66:** "After a period of schooling and training with other salesmen, I took over an IBM Office Products Division territory. I particularly enjoyed prospecting for new customers, usually smaller businesses with a limited idea of how our typewriters, dictation and graphics equipment could improve their operations."

**B.A. Mathematics '64; M.S. Statistics '65:** "My first assignment as a Data Processing systems engineer was to help design and implement an information system for the fire and casualty insurance industry. The system had to process claims, endorsements, policies and bills."

**B.A. Political Science '60:** "I joined Information Records Division sales after flying with the Navy for nearly five years. My seven months training was mostly spent on the 'firing line' selling supplies for data processing equipment, and forms handling systems for processing computer output."

**B.A. Economics '64:** "At the end of the training program, I started selling in a general new business territory. With the guidance of a senior DP marketing representative, I scoured a wide area for new punched card and small computer system equipment customers."

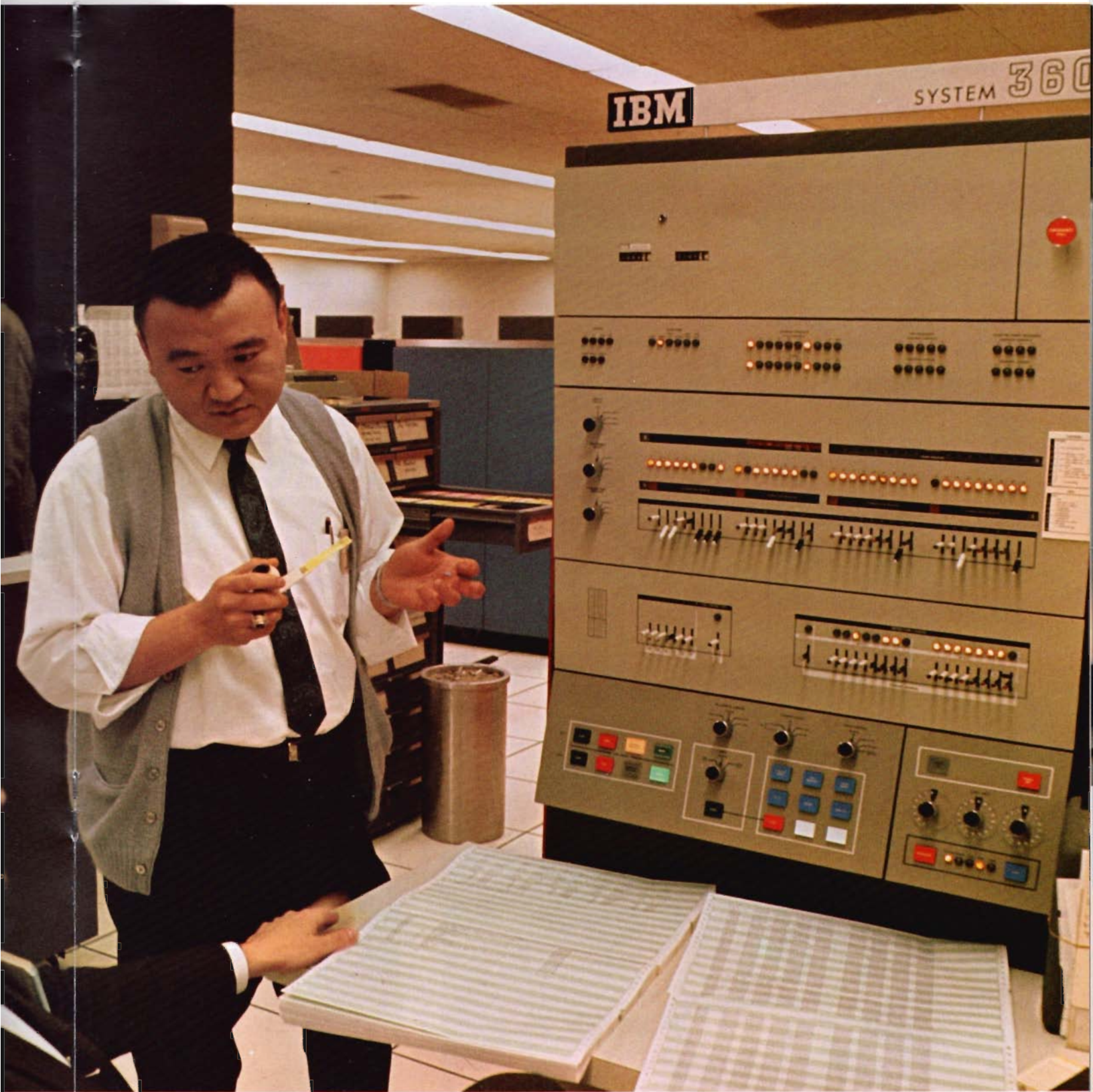
## Programming

If you have a keen and logical mind, you may have a talent for programming a computer. As a programmer for IBM, you must decide the best approach to a problem, specify the steps the computer must execute to achieve the desired result, and test the finished result. You may also be involved in the development of new computers, as well as the countless applications of existing models.

Right: IBM product test programmers check results during final testing of a new IBM programming system. Programmers, engineers and scientists at IBM usually work individually or in small teams like this, and have access to computers and programs for use in their own work.







# Programming

A computer programmer is essentially a problem solver. He breaks down a problem into logical steps, then translates those steps into machine instructions that tell the computer what to do.

At IBM you will start your career in programming with a thorough training program of 8 to 26 weeks. You will receive a basic introduction to information processing and the principles of programming. You will then move up to on-the-job programming where you will work with a team of experienced people on programming projects. In one to two years you will have the background and training of a professional programmer with a wide-open career ahead of you.

As an IBM programmer you may pursue your career in any of several areas:

*Systems Programming* is the writing of programs that make it easier to communicate with a computer. You may write programs that operate computer input and output devices, or control

entire systems. One of the major areas of systems programming is the development of improved programming languages such as PL/1, COBOL and FORTRAN.

*Applications Programming* is the writing of programs to do specific jobs. You may design programs for everything from ballistic missile re-entry to a department store computer system which uses up-to-the-minute sales data to make timely decisions for reordering merchandise. You may even be asked to write an applications program to be used only once—to solve a particular equation in atomic physics, for example.

Significant IBM systems and applications programming efforts are devoted to space and defense projects of the Federal Systems Division. One of the major examples of this activity is the Real-Time Computer Complex at NASA's Manned Spacecraft Center in Houston, Texas, which monitors manned space flights, simulates space missions and provides real-time analysis and solutions to

problems that develop during simulated and actual space flights.

*Programming Research* encompasses exploratory work in areas such as evaluation and simulation of new computer systems, or the investigation of new ways to improve computer programming itself. Programming Research offers you an unusual chance to do creative work because one of its many concerns is to examine the basic principles and potentials of computer technology itself.

*Internal Programming* is the programming that IBM does to meet its own specialized needs within the company. It includes *Systems and Procedures Programming* where you design and prepare programs to assist IBM in its own business operations. A group of programmers, for example, is currently writing a management information system which will furnish management with complete up-to-date sales, personnel, and other operational data. This system is expected to be one of the most



advanced of its kind.

Another area of Internal Programming is *Manufacturing Systems and Programming*. Here you might work on advanced programming projects such as a sophisticated plant-wide information system that ties together materials, procurement, accounts payable, materials control and materials distribution.

Other programming work areas include *Systems and Engineering Automation*, the creation of programming solutions for specific scientific engineering, management computer design and manufacturing operations problems, and *Diagnostic Programming*—the development of methods for testing computers and equipment design, and generally improving the over-all operation of data processing systems.

*Opportunities in Programming are available at most plant, laboratory and headquarters locations throughout the United States.*

### Typical Starting Assignments

B.S. *Agriculture '65*: "After six months of programming education, I was assigned to writing programs aimed at improving the way IBM System/360 computers manage the processing of the data fed into them."

B.S. *Mathematics '65*: "After joining the Manufacturing Systems Engineering Group, I went through a series of IBM classes and on-the-job training assignments in various data processing applications. My first project was to develop, design, and implement a Production and Manufacturing Engineering parts control system for our manufacturing facilities. The system was to interface with a corporate part number control system being developed at another IBM location."

B.A. *Economics '60*: "I joined IBM in 1965 and became involved in the Retail IMPACT application program development. This series of programs is, in ef-

fect, a merchandising information system for department store operations. As a part of the team working on the Fashion system, I got right into systems design."

B.S. *Electrical Engineering '65*: "After attending training courses, I joined a team effort to define and write programs used to generate logic tests of computer subassemblies."

B.S. *Statistics '67*: "I started out by researching an idea for projecting 3-D images on a visual display terminal. I redesigned a program written to rotate the images in a dynamic presentation, using a matrix rotation and solid geometry to position the end points of the lines correctly."

B.A. *Spanish '64*: "I joined a programming team working on a hyphenation program for automated typesetting applications. The programs were developed to be usable with either photo-composition or 'hot metal' equipment."



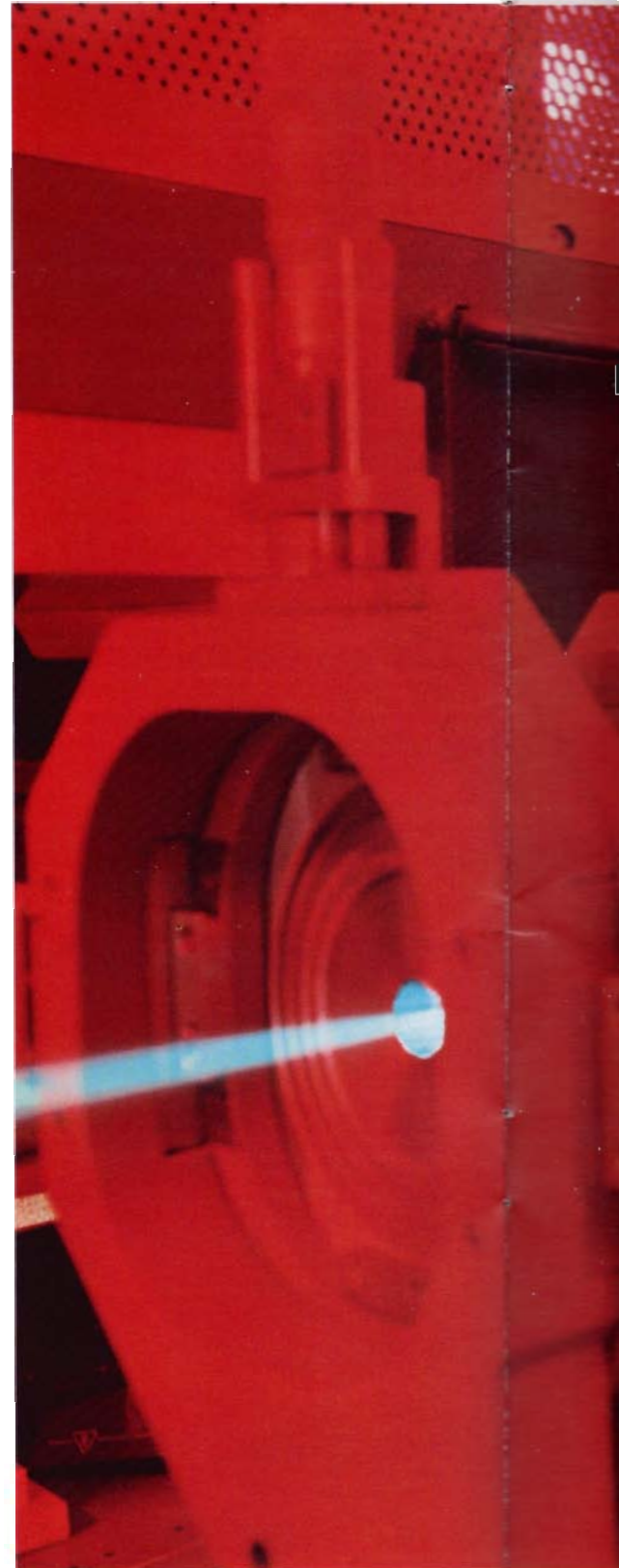
Far left: IBM application programmers help make possible advances in many different fields. Here, IBM research scientists pioneering in electrocardiology examine the results of a computer study of heart defects measured from 126 points in the human body.

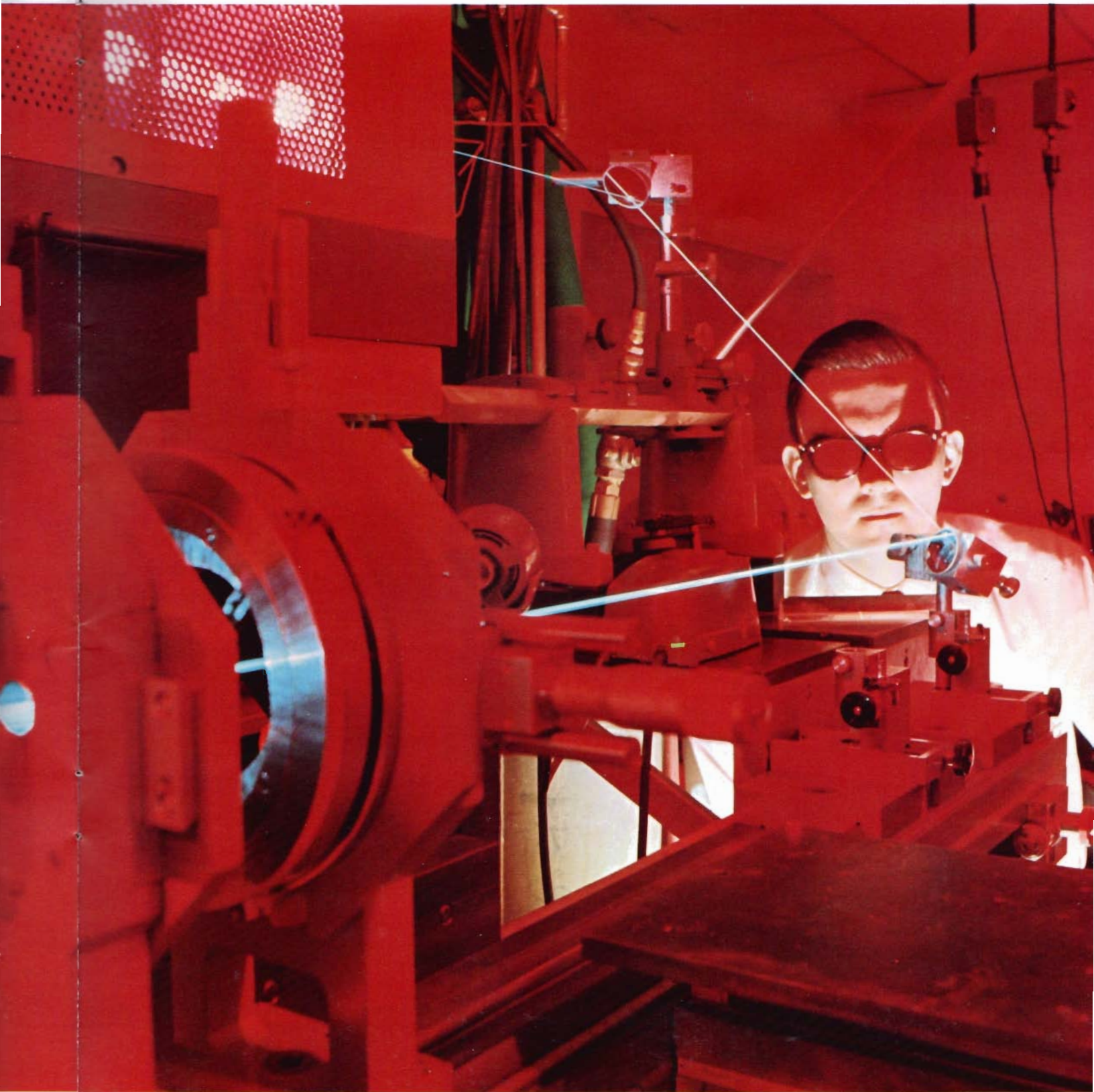
Left: An IBM systems programmer makes a progress check on a new set of System/360 computer instructions she's developing. Women, as well as men, are finding a wide range of opportunities in programming at IBM. Like other professions in the young computer industry, programming is one of the fastest growing and most fascinating occupations in the United States.

## Science and Engineering

The Computer Age is still so new that almost everything being done today in science and engineering at IBM breaks new ground. And much of it—the development of the injection laser, for example—has significance that reaches far beyond computer technology. Whatever your interest, there is ample opportunity at IBM for professional growth and a climate which fosters that growth.

Right: An IBM engineer examines the possible use of laser beams in manufacturing computer circuits. Many man-years of science and engineering effort have earned IBM a significant position in laser development.







Left: An IBM chemist investigates new analytical procedures in a development laboratory. Like other IBM scientists and engineers, he has the opportunity to follow through on his ideas, and his advancement in the company depends on merit.

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## Research

IBM's research program ranges from the life sciences and fundamental studies of materials, device and systems concepts, to research in mathematics, computing theory, and machine organization.

In applied research, IBM engineers and scientists are exploring new materials, device and circuit technologies, and systems and packaging concepts. They are also involved in pattern recognition, electron-beam technology, polymer materials, electroplating technologies, and basic physics concerned with solid state theory.

In the physical sciences, IBM is investigating aspects of quantum physics, non-linear optics, magnetism and superconductivity, semiconductor physics, crystal studies, metallurgy, and materials studies and many other areas.

In the mathematical sciences, fundamental studies are underway in formal logic and automata theory, combinatorial mathematics, probability theory, statistical and economic modeling, abstract analysis, programming research, numerical analysis, studies of computational linguistics, applied differential equations and functional analysis, mechanics and operations research.

In the computer sciences, IBM research is aimed at creating and testing new ideas in computer design and programming, and in the increasingly significant field of computer-assisted instruction.

## Design and Development

Design and development work at IBM focuses on new components, subassemblies, machines and systems, as well as the improvement of existing products. The principal areas of work are:

*Component, logic and circuit design* includes the development of solid state components and advanced work in computer circuits, microwave applications, and the use of special components.

*Development engineering* is the development of IBM's new products, devices or components from early concepts through prototype hardware. Current projects include work in semiconductor device fabrication and memory design.

*Systems Design and Development* helps to create new computer systems, with development engineering, product engineering, and programming teams working together to plan and develop an entire system, construct a working model, test it and help put it into production.

*Product Engineering* designs for production and solves problems of manufacturing operations, engineering changes, costs, and servicing. Responsibility continues throughout the manufacturing of a product and includes the handling of engineering changes.

*Reliability and Serviceability Engineering* includes the analysis of entire systems, including programming, and the design of diagnostic programs and other advanced test procedures.

## Manufacturing

*Manufacturing Research* explores manufacturing techniques for producing new components and systems which directly influence the final design of IBM products. Methods are devised to help develop real-time, closed loop systems of manufacturing.

*Manufacturing and Process Engineering* spans the range from the analysis of tools, materials, and production costs, to the development of computer controls and automatically-programmed production equipment for manufacturing processes.

*Industrial Engineering* deals with manufacturing management problems. This means scheduling work, training and manpower, devising production controls, and balancing human factors, facilities, layout and materials handling. Industrial engineers also make recommendations for important cost decisions.

*Quality Engineering* ensures that final products meet IBM specifications and customer requirements. A wide range of methods is used, including physical measurement techniques, statistical analysis and data conversion and processing operations.

*Test Engineering* plans, designs, builds and maintains measuring systems and automated equipment to test everything from components to complete data processing systems.

*Plant Engineering* is concerned with design of a facility, progress during construction, and smooth-running operations when construction is completed.

*Systems Analysis* analyzes the flow and handling of information at a plant location. This means conceiving, designing and implementing manufacturing information systems for management operating controls, and for on-line manufacturing control.

## Product Test

*Product Test Engineering* initiates the analysis of new product capabilities. Engineers in this area follow a product from early design concepts through the first manufactured units, devising test procedures in advance, and originating methods that will predict product capabilities accurately. Specific work areas include *Pre-systems Testing* where the capabilities of the hardware are defined and test procedures designed and *Hardware Systems Testing* where experiments are designed, technical support information is reviewed, and the engineer actually works on the hardware.

Other areas in product test engineering include programming systems testing, test data analysis, instrumentation, and advanced test technology.

*Opportunities in Research, Design and Development, Manufacturing and Product Test are available at over 40 plants and laboratories across the United States.*

# Science and Engineering

## Problem Solving for Space and Defense

Some of IBM's most challenging scientific and engineering career opportunities are to be found in the Federal Systems Division, serving our nation's vital aerospace and defense programs. Advanced technologies and special systems developed by IBM for these programs have been among our most significant technical accomplishments.

For example, IBM is prime contractor to NASA for the instrumentation stage of the Saturn moon rocket. The company also provides the rocket's guidance computer. For the earlier Gemini program, IBM developed the pioneering on-board computer which enabled astronauts to "fly" their vehicles for the first time. IBM also integrated the entire guidance system for Gemini. And on the ground, IBM people and computers have helped NASA track every manned space flight.

In the area of national defense, IBM engineers and scientists have developed a rugged, suitcase-sized computer—called System/4 Pi—for the avionics systems of today's incredibly complex military aircraft. Other areas of endeavor include an air traffic control system for the Federal Aviation Agency, miniature computers for unmanned interplanetary probes, and mobile systems to support the Army in the field.

*Space and defense project opportunities are available in the suburban Washington, D.C. area; Houston, Texas; Huntsville, Alabama; Cocoa Beach (Cape Kennedy), Florida; Los Angeles, California, and other locations throughout the United States.*

## The IBM Customer Engineer and his Field

If you choose a career as a customer engineer with IBM's Field Engineering Division, you will have full responsibility for installing data processing equipment and keeping it running at maximum

efficiency. You will work directly with a wide variety of people at customer installations, and you will become familiar with data processing applications that may range from a records system for cattle breeders to a traffic control system for a major airport or computer systems that guide astronauts in space.

Generally, customer engineers start with a well-grounded theoretical knowledge of electricity, electronics and mechanics and are given intensive training in data processing equipment and programming. Throughout their careers they receive additional training, often with such advanced techniques as programmed instruction, and the newly-developed computer simulator now being used to reduce training time on IBM's new System/360 computers. The average customer engineer can expect to spend more than a month each year in company education programs.

As your career as a customer engineer grows it can lead you to greater responsibility in both technical and management positions.

*Opportunities in Field Engineering are available at over 250 branch offices located in key cities throughout the United States.*

## Typical Starting Assignments

B.S. *Electrical Engineering '64*: "I helped in the logic design of a significant portion of a new IBM computer. Design automation was used in simulating this logic to determine whether it was correct before actually implementing it in the hardware."

B.S. *Mechanical Engineering '64*: "I began in Product Engineering by working on two new IBM computer memories going into production. I helped manufacturing engineers process engineering change requests, and worked with designers and managers on the production line to implement and follow through on the changes."

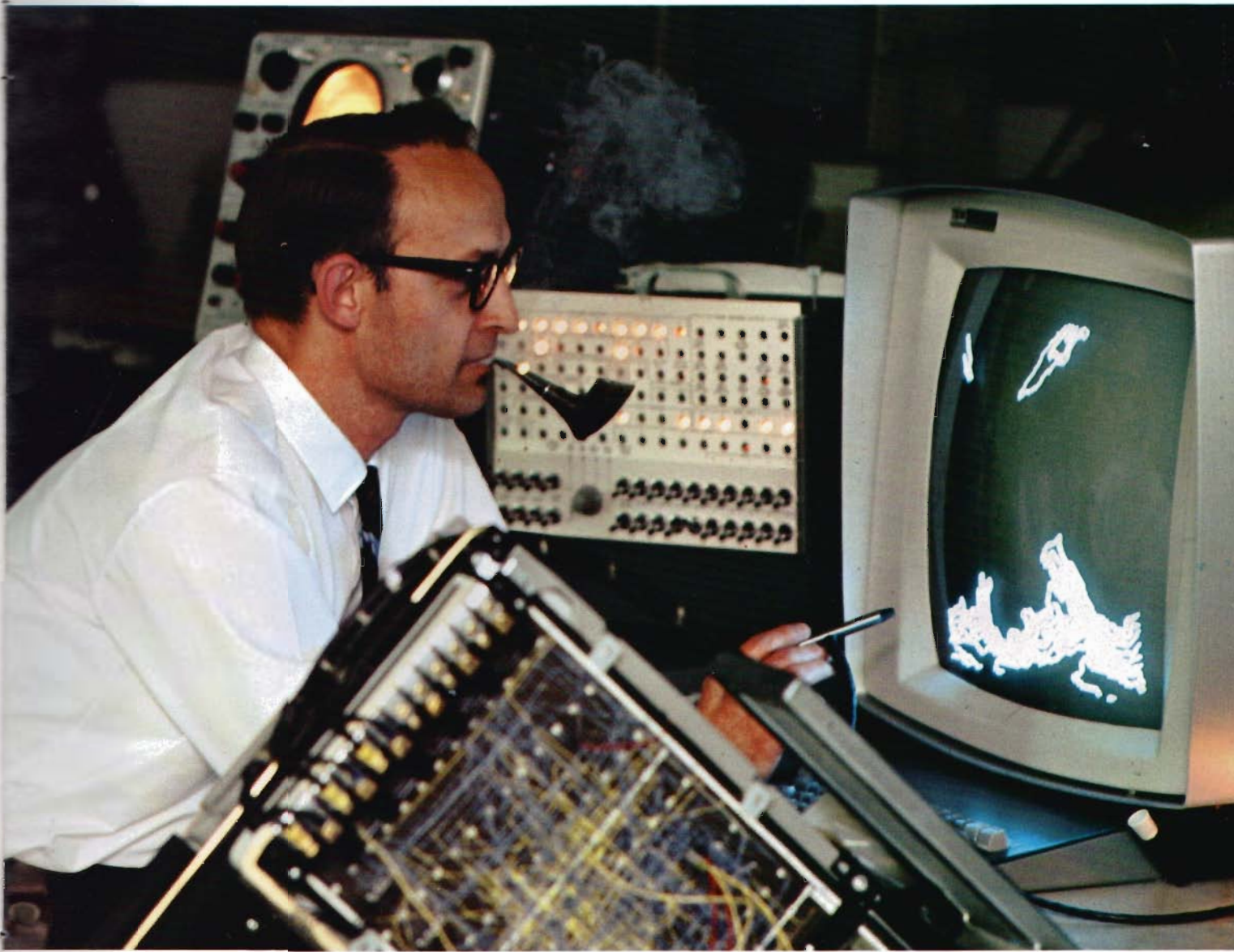
B.S. *Industrial Engineering '64*: "My first task was to estimate the cost of a new module in a family of new IBM computer memories under development. The number, type, and cost of equipment, direct and indirect labor, device costs and support costs all had to be determined and summarized."

B.A. *Physics '65*: "I joined an advanced mechanical development group in the Industrial Automation Section of an IBM laboratory. I worked on the design and development of a prototype machine system for manufacturing. This job involved decisions on how to move masses around physically from one place to another. The project started with market studies, and finished with an engineering model."

M.S. *Electrical Engineering '64*: "I joined a logic design team project working on individual binary synchronous terminal control. We were first given the objectives, and then had to design a terminal control unit to meet these specifications."

PH.D. *Metallurgy and Material Sciences '67*: "I investigated phase equilibria and related thermodynamic and electronic properties of Si/SiO<sub>2</sub>/metal systems stabilized by P<sub>2</sub>O<sub>5</sub> doping. I wrote an IBM Research Report on the work which was presented at other IBM locations."





Above: An IBM engineer studies a contour map during a test of whether visual terminals can be linked to low-cost IBM computing systems. The light pen in his hand helps him communicate with the computer by altering the image on the screen. Man-machine communication of this type is one of many advanced uses of computers as an everyday working tool for IBM scientists and engineers.

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# Finance, Administration and Purchasing

## Finance

IBM Finance offers you an unusual degree of career flexibility. During your first few years, you will be given a series of planned assignments and job rotations and participate in workshop seminars to increase your understanding of finance at IBM and develop your potential for future staff assignments or managerial responsibilities.

*Financial Planning and Analysis* will involve you in short and long range business planning, financial forecasting, cash management planning, and the development of budgetary control and measurement techniques.

*Pricing and Business Policy Development* offers you interesting assignments in product pricing and profit analysis, and financial policy evaluation. You will also serve as financial adviser to project leaders and systems managers at your location.

*Accounting* will offer you an opportunity to become familiar with basic financial computer applications and unique accounting concepts related to a rental-purchase business. As a *Cost Accountant*, you must cope with changing products and technologies and develop new techniques for product cost control.

*Systems and Procedures* analyzes and defines the problems of internal IBM operations. Here you will develop IBM computer-based systems that give management the information it needs for making decisions. You may also become involved in the application of Management Science techniques to the solution of business problems.

*Internal Auditing* provides you an opportunity to do some part-time traveling and to work closely with a wide variety of people on audits and special studies of a financial, operational and functional nature.

*Starting assignments in Finance are available at company plant, laboratory and headquarters locations.*

## Administration

There are career openings in Administration at nearly all IBM locations. Branch Office Administration, for example, involves close support for IBM marketing and engineering people working directly with customers. Your career here may encompass accounting, administrative and data processing services, inventory control, and asset management.

A college degree with heavy emphasis on business subjects is the preferred background for positions in Administration. Knowledge of economics and accounting is desirable, and IBM will supplement your education with on-the-job training, class room instruction and seminars.

A career in Administration can lead to managerial and staff positions in branch and district offices, education centers, administrative operations offices, and district, headquarters and plant and laboratory locations. What's more, your training provides excellent background for entry into other areas such as Systems and Procedures, Personnel Administration, Financial Analysis, Accounting or Advanced Administrative Systems.

*Opportunities in Administration exist in the over 250 branch offices in key cities throughout the United States as well as at most plant, laboratory and headquarters locations.*

## Purchasing

Supplying the extraordinarily diversified needs of a company like IBM offers a challenging career with international opportunities. A purchasing career in IBM will give you responsibility for managing company relationships with suppliers, and developing new sources for materials and services on a worldwide basis.

*Opportunities in Purchasing are available at company plant, laboratory and headquarters locations.*

## Typical Starting Assignments

*B.S. Business Administration '64; MBA '65:* "I was initially assigned as a cost accountant on a central processing unit at a plant location. Besides analyzing cost trends, I had to control the manufacturing work-in-process inventory account. I was also involved in projecting product cost with the use of the learning curve technique."

*B.S. Business Administration '65:* "My first assignment in Purchasing was as expediter for two buyers. I was responsible for the delivery of orders to meet our production schedules and I assisted the buyers in finding suppliers, negotiating prices and placing orders. Before long, I was buying components from foreign countries for use in the manufacture of IBM's System/360 computers."

*B.A. History '65:* "I started in an IBM branch office working on accounts receivable, but soon moved on to processing orders for IBM equipment in order to make certain they were correct for both the salesman and customer. This brought me into direct contact with IBM salesmen, customers, and the plants where the orders were being manufactured."

*B.S. Accounting '67:* "After working with several experienced men for a few weeks, I traveled to an IBM plant to begin internal audit operations in the production control area. I liked the chance to analyze the situation as I saw it, and to write concise reports to management on ways to reduce costs, and develop a more profitable operation."

Right: An IBM Finance team uses a visual display terminal linked to an advanced computer system to test the effect of various levels of sales volume on the company's long-range income and earnings projections.



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# Finance, Administration and Purchasing

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Right: An IBM Finance team uses a visual display terminal linked to an advanced computer system to test the effect of various levels of sales volume on the company's long-range income and earnings projections.



## IBM offers you great places to live and work

IBM's nearly 50 plant, laboratory and headquarters locations and over 250 branch offices across the United States offer you a wide variety of great places to live and work.

*If your career interest lies in Marketing, Field Engineering, or Branch Office Administration, there are job opportunities in every major city in America.*





## Locations

Highlights of IBM's principal plant, laboratory and headquarters locations throughout the country:

### Alabama

*Huntsville:* Space Center Operations carried out by IBM's Federal Systems Division are centered in Huntsville, Alabama, a city of 145,000 people in the heart of the TVA area. The University of Alabama Extension Campus offers graduate programs in many scientific disciplines. Hunting, fishing and all water sports are enjoyed for nine months of the year in Huntsville's mild southern climate.

### California

*Los Angeles:* Certain Federal Systems Division operations are located in Los Angeles, California. The area offers a beautiful climate with the attractions of the ocean and the American West within easy driving distance.

*San Jose/Los Gatos:* IBM research, development, and manufacturing facilities are located at San Jose and Los Gatos, California, about fifty miles south of San Francisco. Deep-sea fishing, boating and golf are year-round sports here, the Sierra Nevada Mountains are nearby, and many colleges and universities are within easy reach.

### Colorado

*Boulder:* This delightful city near Denver is the home of the University of Colorado, and a major IBM development and manufacturing complex. Here in the grandeur of the Rocky Mountains are abundant and breathtaking places for skiing, hunting, fishing, hiking, and family camping.

### District of Columbia

*Washington, D.C. area:* There are six major universities in the Washington

area, plus the landmarks, museums and other attractions which have made the nation's Capital internationally famous. Various IBM Federal Systems Division facilities are located in nearby communities such as Bethesda and Gaithersburg, Maryland, which offer the best in suburban living.

### Florida

*Boca Raton/Ft. Lauderdale:* The Southeastern Florida area is the site of an IBM manufacturing plant at Boca Raton, and the IBM Production Systems Department at Ft. Lauderdale. The vacation climate of Florida makes this part of the country an extremely attractive place to live and work.

*Cocoa Beach (Cape Kennedy):* The manned and unmanned space vehicle launch support operations of the IBM Space Systems Center are conducted at Cocoa Beach, Florida, the site of the John F. Kennedy Space Center. Cocoa Beach offers all the outdoor attractions that have made Florida a year-round vacationland.

### Kentucky

*Lexington:* Plants and laboratories of IBM's Office Product Division are located in Lexington, Kentucky. This historic city of 100,000, which is situated right in the heart of the Blue Grass region, offers a surprising variety of nearby recreational activities including magnificent state parks, lakes, and streams. The University of Kentucky and Transylvania College also make their home in Lexington.

### Minnesota

*Rochester:* This modern American city is the site of the Mayo Clinic, and the high concentration of doctors and other professional men promotes a lively interest in civic and cultural affairs. Rochester, which is 80 miles south of Minneapolis, offers easy access

to Minnesota's nationally famous lakes and its lively winter sports. IBM development and manufacturing facilities are located here.

### New Jersey

*Princeton:* The plant, laboratory and headquarters facilities of IBM's Information Records Division are located at Princeton. This lovely city, the home of Princeton University, is known throughout the world as an intellectual and cultural center. Princeton is located midway between New York and Philadelphia and is just 25 minutes from New Jersey's famous beaches.

### New York

*Endicott/Owego:* Several IBM plants and laboratories are located in this region of rolling green hills close to the Pennsylvania border. It's an ideal locality for those who enjoy skiing, fishing, hiking and other outdoor sports. Harpur College is located here, with Cornell and Syracuse Universities nearby.

*New York and Westchester:* The headquarters offices of the IBM Corporation, its divisions and subsidiaries are nearly all located in New York City or nearby Westchester County. The educational, cultural and recreational attractions of the nation's most cosmopolitan city speak for themselves. Westchester offers pleasant suburban living with a surprising variety of intellectual activities, plus easy access to New York City and New England.

*Poughkeepsie/Kingston/East Fishkill:* These communities in the beautifully wooded Mid-Hudson Valley of New York State only two hours or less from New York City are the sites of a complex of IBM plants and laboratories. There are parks, lakes, hunting preserves, mountain retreats and summer theatres nearby. IBM scientists and engineers working here can participate in the Syracuse University Graduate Work-Study Program.

*Yorktown Heights:* There is an IBM research center in this town of Revolutionary War fame, and a development laboratory at nearby Mohansic. The big city attractions of New York are less than an hour away by car. Yet, these are decidedly suburban communities offering a healthy and relaxed way of life all year round.

### North Carolina

*Raleigh:* North Carolina's Research Triangle Park is the site of IBM development and manufacturing facilities outside Raleigh. The location is near three famous universities—Duke, North Carolina State and the University of North Carolina. It's also only a few hours drive to the beaches on the coast, or to beautiful mountains to the west.

### Texas

*Austin:* Austin, Texas is the site of an Office Products Division manufacturing and engineering facility. Austin is the home of the University of Texas and the state capital. A chain of highland lakes begins in Austin and extends 150 miles to the northwest.

*Houston:* A Federal Systems Division facility is located near the NASA Manned Spacecraft Center just 22 miles from Houston, Texas in the beautiful Galveston Bay area. Major league baseball and football, Rice University and the University of Houston, are just some of the attractions of this rapidly expanding metropolitan area.

### Vermont

*Burlington:* Burlington, Vermont is the home of an IBM development and manufacturing facility. Burlington is located on Lake Champlain's eastern shore, and offers unlimited outdoor recreation including some of the nation's best skiing. The University of Vermont is here, along with two liberal arts colleges.





## IBM encourages you to continue your education

You are encouraged to continue your education while working at IBM.

The company provides programs to help you get advanced degrees at major universities, or pursue your own fields of interest with the aid of a full time IBM education staff of over 1500 people.

### IBM's Education Programs

*Job-Related Training:* instruction to help you increase your knowledge of your job, and how to do it better. These full, or part-time courses are taught on company time by IBM instructors supplemented by outside teachers. IBM provides all texts, materials and supplies and also pays you for your travel and living expenses if the courses you need are taught only at distant IBM locations.

*Tuition Refund:* voluntary after-work degree or non-degree courses that relate to your career, or will increase your potential for development within IBM. You may take these courses at any accredited institution, or at a non-accredited institution—including correspondence schools—with special approval. When you have completed a course satisfactorily, IBM will refund to you 75%

of all your tuition and other school fees.

*Engineering Education:* non-credit courses in science and engineering, primarily at the graduate level, taught by instructors drawn from among experts within IBM and from universities. This program includes seminars and regular course work conducted both during and after work. IBM pays for your courses, books, and associated materials.

*Graduate Work-Study Program:* part-time graduate study available to engineers and scientists at plant and laboratory locations leading to Masters or Doctoral degrees in specified fields at local institutions such as Stanford, Syracuse, the University of Minnesota, and the University of Alabama. IBM pays for the entire cost of this program, and in some cases allows you to attend classes on company time.

*Resident Study Program:* up to two years of full-time, on-campus study and/or research at any approved university in fields of prime interest to IBM, usually at the graduate level. After you have worked for the company for one year, you may apply for competitive selection for this program. Selection is based on the relevance of the study program to IBM

needs, your job performance, scholastic record, professional achievement and potential. IBM pays all tuition and fees, as well as a portion of your regular salary while you are in residence at the university.

*Programming and Systems Education:* training in data processing subjects if your work is in programming, or systems-related fields. You will be given basic, intermediate and advanced training on specific IBM machines, machine languages, and job applications. Classes are conducted on company time, and on company premises, with all texts, materials and supplies provided by IBM. Graduate level study of digital computers, and of how to organize these machines for the optimum solution of data processing problems, is provided at the IBM Systems Research Institute.

*Voluntary Education:* after-work study program in both general and career-related subjects. This program includes a great variety of courses ranging from Effective Public Speaking to the Fundamentals of Data Processing. The courses are taught in major IBM facilities, the company provides all books and materials, and an IBM Education Certificate is awarded for satisfactory completion.



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## Additional ways you benefit from joining IBM

Your salary is only part of your compensation at IBM. The other part is IBM's company-paid benefits and other programs which provide you and your family with holidays, vacation, educational assistance, a reduction in price for the purchase of IBM stock, life insurance, medical and hospitalization insurance, retirement income, and more.

### IBM's Benefits Program

*Holidays* include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas plus three more days designated by the location where you work for a total of nine paid holidays a year.

*Vacations* are based on your length of service with IBM or your age, whichever gives you the greater number of vacation days. During the first calendar year of employment, you receive up to six days' vacation. You receive two weeks of vacation after one year, three weeks after five years, four weeks after fifteen years and five weeks after twenty-five years.

*Tuition Refund* reimburses you for 75% of the money you spend on approved educational courses that are taken on your own time.

*Military Service Benefit* provides a leave of absence when an employee enters the armed forces. The employee receives an induction payment, and if he has completed at least one year of service with IBM, he also receives monthly leave payments for the first two years of military service. After military service, the employee is eligible for reinstatement with IBM service credit for the period. Employees are also eligible to receive a temporary military leave separate from vacation for annual active duty training.

*Sickness and Accident Income* provides continuation of your regular salary when you are absent due to illness or accident. Payment begins with the first day of reported absence and continues up to twenty-six weeks in a twelve month

period, with longer cases receiving individual consideration.

*Family Hospitalization* provides coverage for you and the eligible members of your family for 365 days of hospital care in any period of illness in any 36 consecutive months. Semi-private hospital room charges are covered in full. Other eligible hospital services and supplies, including hospital charges for out-patient treatment within 24 hours after an accident and surgical procedures when performed in the operating or emergency room, are covered in full.

*Family Surgical* provides a fixed allowance toward surgical fees—regardless of where the surgery is performed.

*Family Major Medical* applies to medical expenses which are incurred at home, in a hospital or elsewhere but which are not covered under the two plans above. The Plan provides 75% reimbursement of medical expenses in excess of an individual deduction of \$200, or a family deduction of \$400 for each calendar year, whichever results in the earlier payment of benefits. The maximum benefit an employee and the eligible members of his family can receive is \$15,000 per person.

*Total and Permanent Disability Income* gives you financial assistance if you incur a disability so serious as to prevent you from ever working again for pay or profit. To be protected financially against such a disability—which does not have to be job connected—you must have ten or more years of service.

*Group Life Insurance* helps to offset loss of earnings in the event of your death. On the first day of employment, you are covered by \$1,000. At the end of the first year, your insurance is \$3,000. Your IBM-paid insurance increases each year, and at the end of the fifth year you are insured for \$15,000. Your coverage continues to grow until you are insured for \$25,000 at the end of your twenty-fifth year with IBM. A modified insurance plan goes into effect when you retire.

In addition, a *Survivors Income Benefit* provides monthly payments to a deceased employee's spouse, or his eligible children or parents, if any.

*Watson Memorial Scholarship Program* offers up to fifty, 4-year college scholarships awarded on a competitive basis annually to the children of IBM employees. An additional thirty scholarships are provided annually on a nationwide basis to students who are not children of IBM employees.

*Retirement Plan* assures you of a lifetime income upon retirement if you have five or more years of service with IBM and have reached the normal retirement age of 65. Monthly payments are based either on your service with IBM, or a combination of service and earnings—whichever provides you with greater income. With 15 or more years of service with IBM, you may retire at the end of any month after reaching age 55, with a reduced monthly retirement income. If you have 15 or more years of IBM service, you have a vested right to a retirement income should you leave the company before retiring.

### Other Programs of Interest

*Stock Purchase Plan* enables you to purchase IBM stock through payroll deductions not exceeding 10% of your compensation. The price you pay is equal to 85% of the market price on July 1 of each year, or on the date you have accumulated enough money to buy a share—whichever is lower.

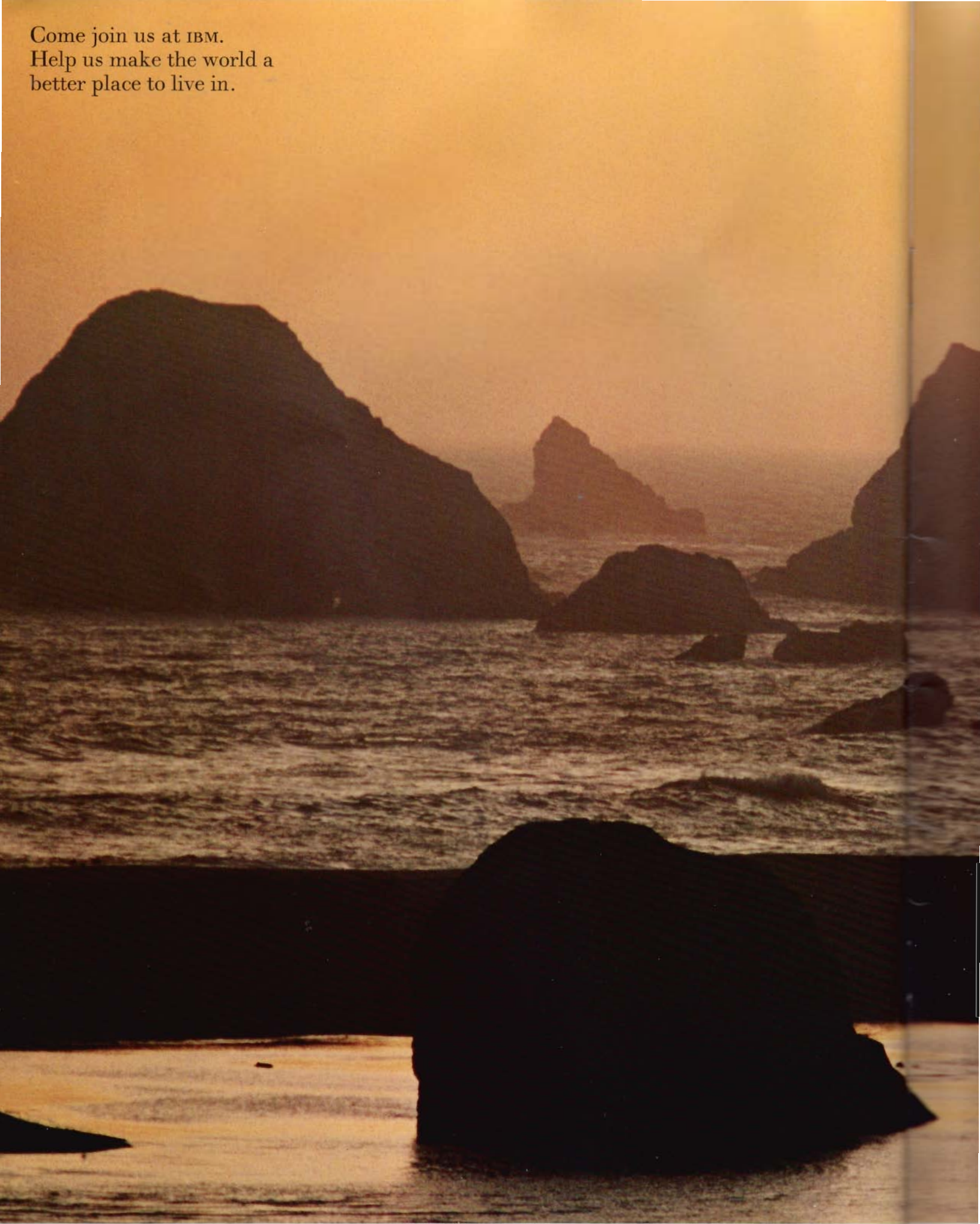
*Special Care for Children Assistance* provides assistance to help pay for treatment of mentally retarded, emotionally disturbed, or physically handicapped children of IBM employees.

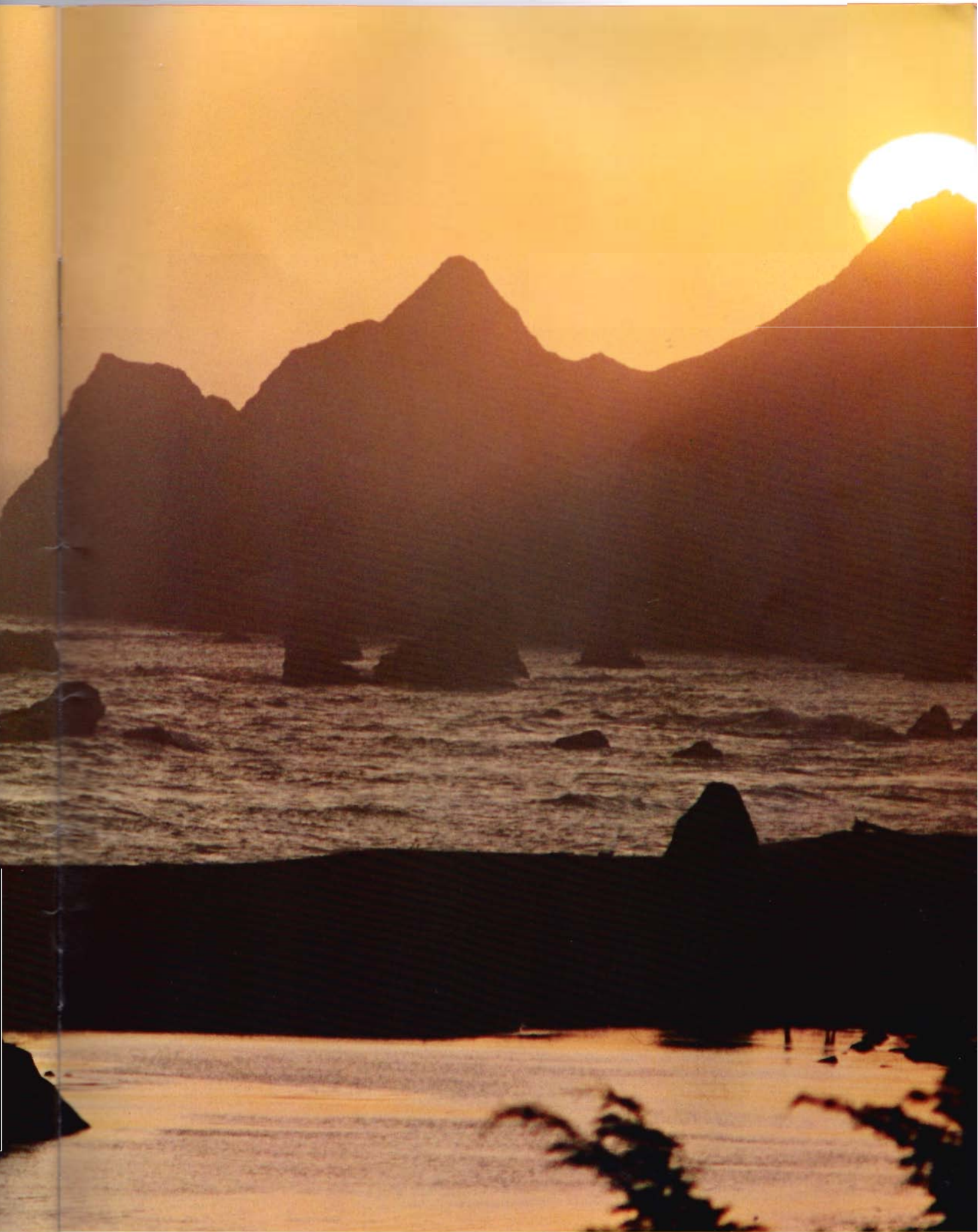
*Matching Grants to Education* are designed to encourage support of higher education. The company matches your annual contributions to accredited educational institutions above the high school level with grants up to \$1,000 per institution.

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If you would like to investigate IBM opportunities further, ask your College Placement Office for information. Or write to Manager, Corporate Recruiting at one of the following addresses:

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425 Park Avenue  
New York, New York 10022

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