



PROFESSIONAL

Tips

Bethlehem University
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Administrative Professionals Day 22 April 2009

“Excellence in Action” is the theme for 2009 Administrative Professionals Day



Below is a message from Melonie Bradley, President of the Gainesville Chapter (Florida Division) of the International Association of Administrative Professionals, (IAAP) taken from their Newsletter *The Source*.



As we prepare for our annual Administrative Professionals Luncheon, I decided to take a moment to think about why I became an administrative professional. I can't say that I planned it but somehow it just happened. My first “real” job was as a receptionist at the American Red Cross. “Real” being defined as anything that did not involve the making, selling or serving of hamburgers. My supervisor was a very stern looking lady even though she was quite nice. There were no electric typewriters in the office because we operated on a very limited budget.

All of our office equipment was donated. I learned to type on a Royal manual typewriter. I enjoyed the people but I actually hated the job! Eventually I ventured into other types of jobs but always managed to find myself back in the administrative field. So I guess it's not how I got here but why I stayed that matters. The following was shared with us by Past Division President Florence Jandreau CPS. I have it displayed in my office and it is a constant reminder of why I have chosen to be an Administrative Professional. I call it the Administrative Professionals' Creed. I'm not sure if she wrote it or where she found it but I think it's great.

This I Believe

I have chosen to be an Administrative Professional, for I recognize that the duties and attitude for which I perform are vital to my place of employment, to my fellow co-workers, and most of all rewarding and self-fulfilling to myself.

Therefore,

I will strive for excellence in tasks assigned to me, continue learning skills that will enable my progress, share my knowledge with others, and have confidence and assurance that I am an expert in my field.

I believe that I...

- can call upon others when I need guidance
- am an valued asset to my employer
- freely assist others when called upon
- am supportive to those who surround me
- believe in myself.

About International Association of Administrative Professionals (IAAP)

- The International Association of Administrative Professionals is a not-for-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.
- IAAP works in partnership with employers to promote professional excellence.

IAAP Mission

- The IAAP mission is: "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Association History

- Founded in 1942 as the National Secretaries Association (NSA) to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals (IAAP) to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

IAAP celebrates annually Administrative Professionals Week during the last week of April. Administrative Professionals Day is celebrated on the Wednesday of that week.

At Bethlehem University

The Office of Personnel Management has been celebrating Administrative Professionals Day since 1999. The Office celebrated this year's Administrative Professionals Day on 6 May 2009. Br. Peter Bray, Vice Chancellor, facilitated a workshop on Leadership for the Administrative Assistants and Secretaries of BU. The staff were also invited to lunch and a memento was presented to them.