



Did you know that Administrative Professionals Week is April 24-30, 2011? This week is a national event to recognize the contributions of administrative professionals and to encourage their development.

In recognition of the dedicated and hardworking administrative professionals at the University of Alaska, the Statewide Office of Human Resources and Public Affairs are jointly sponsoring various events on Monday, April 25, 2011 in Butrovich 109.

Events during the day will include seminars by the Statewide Office of Human Resources. Also, WIN for Alaska will be providing 15 minute wellness sessions, healthy snacks and chair massages. Additional details and registration will be forwarded in the coming days.

#### **What does this mean to you?**

As a supervisor of an administrative professional, you may choose to recognize and thank administrative professional(s) working for you by:

1. informing them about the upcoming event and asking that they notify you if they are interested in attending one or more of the events. The dialogue can help determine if it's the right topic or time to be away from your department; or
2. supporting their request to attend events, if possible, during April 25, 2011, and
3. remembering to thank them for their efforts in your department, regardless of whether or not they are able to attend any of the events on April 25<sup>th</sup>

As an administrative professional, you'll want to:

1. review the schedule of events and determine if you will benefit from the offering(s);
2. check if the event occurs during your work hours and if so, request time from your supervisor to attend;
3. remember to thank your supervisor for supporting your professional development whether that support is at this event or for past or upcoming development opportunities

Questions about the events may be directed to Izzy Martinez (450-8100), Wendy Tisland (450-8004) or Anne Sakumoto (786-1432).

The IAAP Polar Chapter in **Fairbanks, AK** is affiliated with the national IAAP organization. The Polar Chapter's website provides contact information: <http://www.iaap-hq.org/about/chapter-locator/polar-chapter> or you may also contact Izzy Martinez, Public Affairs for local chapter meeting time and place. Information about the Washington-Alaska chapters can be found at the following site <http://www.iaap-wa-ak.org/IAAPHQ/WAAKDivision/Home/>

\*\*\*\*\*

***If you're not familiar with this Administrative Professionals Week....*** It is a national event to recognize the contributions of administrative professionals and to encourage their development. Additional information, courtesy of the International Association of Administrative Professionals (IAAP) follows:

***What is Administrative Professionals Week?***

Since 1952, the International Association of Administrative Professionals (IAAP) has honored office workers by sponsoring Administrative Professionals Week. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce. Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff. Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. APW is always the last full week in April. In 2011, Administrative Professionals Week is April 24-30 with Administrative Professionals Day on Wednesday, April 27.

***Who qualifies as an administrative professional?***

Many people who contribute to the workplace in a variety of settings. IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession." Research shows that many workers around the world still hold the "secretary" job title; however, many alternative titles have become more popular, such as administrative assistant, office coordinator, administrative specialist, executive assistant, and office manager.

***When did Administrative Professionals Day begin?***

Administrative Professionals Day/Week was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. The association successfully campaigned U.S. Secretary of Commerce Charles Sawyer to proclaim the first National Secretaries Week on June 1-7, 1952. He designated Wednesday, June 4, as National Secretaries Day.

More information can be found at the International Association of Administrative Professionals website: <http://www.iaap-hq.org/events/apw>