

ADMINISTRATIVE PROFESSIONALS NETWORK



Program Goal:

Build a network of administrative professionals that creates opportunities for staff to share their knowledge and seek help from their colleagues. As a result, administrative professionals will feel included in, adding value to, and supported by the division of University Life.

Program Description:

The UL Administrative Professionals Network is dedicated to the knowledge sharing, professional development, and strategic support of Administrative Assistants, Office Managers, Operations specialists, and other administrative assistants in the division of University Life at George Mason University. This group is self-sustaining, and the success of its members is dependent of support and experience sharing of each member.

Learning Outcomes:

Participants will...

- Connect with administrative colleagues from the division by interacting with other professionals in the field and sharing their ideas.
- Develop strategies to enhance their work performance by listening to experiences from more experienced colleagues by attending monthly group meetings.
- Transfer their work experience to newly appointed professionals by participating in the mentoring component of this program.

Participation Benefits:

- Information sharing and acquisition
- Identification and development of best practices
- Collective problem solving
- Opportunities to speak with University experts
- Accelerate onboarding and training



@Masonulife



@MasonUlife

For more info: ulife.gmu.edu



University Life

ADMINISTRATIVE PROFESSIONALS NETWORK



Program Goal:

Build a network of administrative professionals that creates opportunities for staff to share their knowledge and seek help from their colleagues. As a result, administrative professionals will feel included in, adding value to, and supported by the division of University Life.

Program Description:

The UL Administrative Professionals Network is dedicated to the knowledge sharing, professional development, and strategic support of Administrative Assistants, Office Managers, Operations specialists, and other administrative assistants in the division of University Life at George Mason University. This group is self-sustaining, and the success of its members is dependent of support and experience sharing of each member.

Learning Outcomes:

Participants will...

- Connect with administrative colleagues from the division by interacting with other professionals in the field and sharing their ideas.
- Develop strategies to enhance their work performance by listening to experiences from more experienced colleagues by attending monthly group meetings.
- Transfer their work experience to newly appointed professionals by participating in the mentoring component of this program.

Participation Benefits:

- Information sharing and acquisition
- Identification and development of best practices
- Collective problem solving
- Opportunities to speak with University experts
- Accelerate onboarding and training



@Masonulife



@MasonUlife

For more info: ulife.gmu.edu



University Life