Happy Administrative Professionals Day!

University Communications
April 2020

In recognition of Administrative Professionals Day ? April 22 ? campus leaders share their appreciation for these important colleagues.

Today is Administrative Professionals Day. We hope you'll seize the opportunity for a moment of (remote) celebration with your colleagues whose impact is sometimes inconspicuous but is also deceivingly substantial.

While the celebratory day may have started in the 1950s for the stereotypical "admin to the big desk," it has grown in the decades since. Here at the University of Arizona, we have seen it transform into an inclusive occasion to pause and share appreciation for a wide variety of our colleagues whose subject matter expertise, constituent-first focus, and organizational strategy acumen make it possible for us all to better achieve our purpose [1].

While this year we may have to modify our plans, thanks to our remote status, our community has the opportunity to recognize the heroic efforts of these colleagues over the last month.

Need help figuring out how to go virtual for the high fives and group lunches? We asked a few of our colleagues for ideas, and here is what they suggested:

- Share kudos via a unitwide email.
- Round up your vocally minded associates and record a song in honor of your team (perfect pitch not required).
- Spend a few minutes on Zoom together ? with work as a forbidden topic of conversation.

There is no doubt that we have endured a great amount of uncertainty and still face unprecedented challenges, and one day is never enough to truly express our gratitude. But we know that through working together, our community will endure and thrive. So, let's grab hold to each and every opportunity to connect and show how much we care for one another.

From everyone in Business Affairs [2] to the often unsung, always unflappable heroes of the University of Arizona: Thanks for making our community an incredible place to work, learn and grow.

Lisa Rulney
Senior Vice President for Business Affairs & Chief Financial Officer

Helena Rodrigues
Vice President & Chief Human Resources Officer
Administrative Professionals Day is usually when your boss gets you a gift card or takes you out for a nice lunch.

This year things are obviously very different.

As the chairs of the Classified Staff Council and the Appointed Professionals Advisory Council, we wanted to take this opportunity to send out a heartfelt thank you and express our appreciation to the administrative professionals on campus. We know all staff members are being asked to go above and beyond, and that the sacrifices we are making are deep and painful.

Administrative professionals are the glue that holds an institution together. Never has this been more true than right now, at this moment, when the entire University community is adjusting to the ever-changing "new normal."

From coordinating online meetings to facilitating productivity, making sure that deadlines are met, and keeping departments up and running ? all while transitioning to a work from home model ? administrative professionals make everyone look good.

Keeping everything flowing smoothly while managing a multitude of tasks is nothing short of a juggling masterpiece. We recognize that administrative professionals are truly "essential" personnel ? even if they are operating behind the scenes. Whether it's the big-picture, day-to-day operations or the smallest details, like updating email addresses and calendar entries for Zoom meetings, we know administrative professionals are the ones holding things together.

On Administrative Professionals Day, we'd like to thank you for your commitment and dedication. You do it all while representing the heart of our university.

You are true Wildcats!

**Jeffrey D. Jones**  
Chair, **Classified Staff Council** [3]  
Senior Information Technology Support Analyst  
University Information Technology Services

**Jennifer Lawrence**  
Chair, **Appointed Professionals Advisory Council** [4]  
Business and Finance Manager  
Department of Neuroscience

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**Links**  
[1] https://www.arizona.edu/purpose-values  
[3] https://csc.arizona.edu/  
[4] https://apac.arizona.edu/