



**Open To ALL
Student Affairs
Administrative
Support Staff**



Communicate, Connect, Collaborate, Create!

SAVE THESE DATES!

Thursday, September 23, 2010

“What’s New in Student Affairs Policies & Procedures”

Bob Miller, Associate Director, VP Student Affairs

3:00 pm – 4:00 pm

Travis Room – UC 2.202

Thursday, October 28, 2010

“Creating Administrative Desk Manuals for Your Office”

Diane Piña, Training Specialist

HR Training & Development

3:00 pm – 4:00 pm

Ash Room – UC 2.03.06

Thursday, November 18, 2010

“Volunteer Opportunities within Student Affairs”

Marlon Anderson, Director of I.C.E. and

Student Affairs Professional Development Team Chair

3:00 pm – 4:00 pm

Hawthorne Room – UC 2.01.34

**For more information please contact:
Gregory Frieden x4860 or Michelle Montanio x2817**