

Golden Opportunities



Member of IAAP

2008 Calendar

**Service Project for March
Retirement Trust Fund**

March Meeting Topic

**Conquering Your Two Worst
Enemies – Procrastination and
Perfectionism**

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The editor reserves the right to edit
submissions for length or content.

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

**March 2008
Issue 15**

Letter from the Editor

"In like a lion, out like a lamb," is the well-known proverb describing the month of March. The first half of that old adage has certainly proven to be true this year. The snow and cold weather has certainly been a challenge to many this winter. Even those who claim to like the winter months are saying that "enough is enough!"

But don't despair! Spring is right around the corner. Soon the birds will be chirping and the perennials will be poking their tiny heads through the winter dirt. What better way is there to celebrate the anticipation of warmer weather than by joining us for our March meeting when Lori Radun, CDC, presents "Conquering Your Two Worst Enemies – Procrastination and Perfectionism." Do you consider yourself a procrastinator and/or perfectionist? Find out how these two traits are linked and what you can do to conquer self-sabotaging behaviors and retake control of your life. Don't miss this eye-opening program. One recertification point will be offered.

None of us have to be reminded that in April we celebrate *Administrative Professionals Week/Day*. This year, Golden Corridor will again host an IMPACT meeting at the Wellington Restaurant in Arlington Heights on Thursday, April 10. Please note that this event will be held one week earlier than our regularly scheduled meetings, so mark your calendars for this fun event. Joyce Smith will be the keynote speaker. More information will be available at the March meeting.

So come join us at the next meeting. Reconnect with old acquaintances...or better yet, bring a friend and show her/him what we are all about! If you have any questions, concerns, or suggestions about the chapter or IAAP, please contact one of the board members listed on the left.

Chris

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2008 HIRING OUTLOOK LOOKS PROMISING

The employment market for administrative professionals is likely to remain positive in 2008 as businesses rely on skilled support staff to help maximize productivity, achieve cost efficiency and assist internal employees. This is leading to increased career opportunities for administrative professionals, especially those with advanced skills and experience. In fact, finding strong candidates remains a challenge for most organizations, leading to starting salary increases for many support positions.

According to the *OfficeTeam 2008 Salary Guide*, the following positions will see some of the largest gains in compensation:

- Human resources assistants will see average starting salaries of \$27,250 to \$37,500, a 5.3 percent increase over 2007.
- Senior executive assistants can expect base compensation to rise 3.7 percent, to the range of \$40,500 to \$56,750.
- Receptionists will see salaries in the range of \$21,250 to \$28,000, an increase of 3.1 percent.
- Base compensation for customer service/call center representatives will increase 3 percent, to the range of \$22,000 to \$30,000.
- Data entry specialists can expect starting salaries between \$21,500 and \$26,750, an increase of 2.7 percent over 2007.

To take full advantage of the opportunities available in today's job market, all administrative professionals, regardless of position, must build key skills and experience. Factors hiring managers are closely evaluating include:

Administrative experience. Hiring managers look for applicants with three or more years of experience in the administrative field because they believe these professionals can make immediate contributions.

Industry background. Administrative professionals with industry-specific experience

are highly sought because they require less training and often have shorter learning curves.

Interpersonal skills. Administrative professionals interact with many groups, both internal and external. As a result, companies look for candidates who present a professional image and communicate well with others. Hiring managers consider organizational, communication and teamwork/collaboration abilities most important.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call the Schaumburg office at (847) 885-6228.

FUNDRAISING

Kathy Harper reported that we earned \$110 from the sale of the Carson's™ Community Day coupons.

As a result of our Spring See's™ candy and Fun pasta fundraising efforts, we added \$201.95 total to our coffers (\$153.95 for candy and \$48 for pasta). Add this to the total collected as of 12/31/07 and Golden Corridor has collected a total of \$1,669.67 or 83.5% of our goal of \$2,000. We hope to shorten this gap with the sale of raffle tickets at our April IMPACT meeting.

Any fundraising questions or comments should be directed to Jane Holland at jholland@dentsply.com.

GOLDEN CORRIDOR IMPACT MEETING

It's one of our favorite times of the year! It's the time when we can get together and celebrate our membership in the GOLDEN CORRIDOR Chapter of IAAP. It's a time when we can share some fun experiences and opportunities we've had with our Division and other Chapters. It's a time when we can encourage our co-workers and friends to learn what we're all about. It's a time to make an IMPACT.

Please join us on April 10th at the Wellington Restaurant in Arlington Heights to discover some tools to beat burnout from Joyce Smith our program leader as we go from "Boas to Wiener Whistles."

Please contact Jane Holland with any questions regarding the IMPACT meeting. We look forward to seeing you on April 10th.

MARCH COMMUNITY SERVICE – RETIREMENT TRUST FUND

The International Association of Administrative Professionals was first established in 1942. Its vision is simple: to inspire and equip all administrative professionals to attain excellence. In 1958, a Declaration of Trust created the National Secretaries Association Home Trust Fund. The Retirement Trust Foundation was created in 2000. This independent, non-profit organization is administered by a six member International Board of Trustees, four of whom are elected at large from the membership of the International Association of Administrative Professionals and serve with the IAAP International President and Treasurer.

The IAAP Retirement Trust Foundation is a tax-exempt charitable organization. Contributions made to the Foundation are deductible. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

When I first became aware of RTF, I thought it was only to finance Vista Grande, a retirement

home for retired administrative professionals located in New Mexico. I've since learned this is only a part of RTF. The Retirement Trust Foundation also provides housing assistance to elderly and needy administrative professionals living in other retirement communities, as well as providing education on retirement preparedness. Assistance can be all or a portion of housing costs. Eligibility is based on HUD guidelines.

The Trust was formed and operates exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals. The demand for comfortable, affordable housing for retired administrative professionals is growing, and the RTF seeks to help fill that need with Vista Grande.

The benefits of the RTF begin from the time you become a member of IAAP. The trust publishes RTF reVisions quarterly for all members, sponsors sessions at international conventions, and is currently working on an online resource center of links and other information for retirees and future retirees.

Since its inception, the Trust has survived and flourished as a result of IAAP members' donations. We are designating March as RTF month for our chapter. Please consider giving a donation to the Retirement Trust Foundation. **You will also have an opportunity to bid on a basket of IAAP memorabilia at our Impact meeting on April 10th at the Wellington with proceeds going to the RTF Foundation.**

We appreciate your continuing support.



BIRTHDAYS

Andrea Turner 3/5

Anniversaries

Jacquelyn Chaney 3/1

Rena Kruchten CPS/CAP 3/1

Judy Cropper 3/1

Diane Skrzypinski 3/1

Don Humphrey 3/1

IMPORTANT DATES

April 5, 2008

Greater O'Hare Fashion Show
"Pretty in Pink"
Belevedere Banquets, Elk Grove Village, IL

April 8, 2008

Lake County Chapter Administrative
Professionals Week Spring Event
Baxter International, Deerfield, IL

April 10, 2008

Golden Corridor Impact Meeting
Wellington Restaurant, Arlington Heights, IL

April 18-20, 2008

Illinois Division Annual Meeting
Pere Marquette, Peoria, IL

April 23, 2008

Administrative Professionals Day

May 2-3, 2008

CPS/CAP Exam
Various Locations

July 27-30, 2008

International Convention & Education Forum
Hilton Riverside, New Orleans, LA

BULLETIN BOARD

The **IAAP Lake County Chapter** presents: 2008 Administrative Professionals Week Spring Event on Tuesday, April 8, 2008, from 5:30-8:30 pm.

Featuring: Business Humorist, Todd Hunt's "Communication Bleeps and Blunders in Business"

Fix communication bleeps and blunders that pervade the Administrative Professionals' world. Get what you want without being a pain. Discover Miss Reiser's 8 problem words that could cost you a promotion.

Location: Baxter International, One Baxter Parkway, Deerfield, IL
Cost: \$22.00 per individual (members & non-members)

Registration due by April 1st, payable to IAAP Lake County Chapter. Mail check and registration to Laura Self, APW Event Co-Chair, 866 Deer Path Drive, Antioch, IL 60002.

Program:
5:30 Cocktail and hors d'oeuvres Networking Reception
7:00 Guest Speaker
8:00 Raffle

General Questions: ravns2@sbcglobal.net
