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Montly NewsLetter

unopa.unl.edu

Upcoming Events

- Holiday Celebration**
 December 12, 2023 | 12-1:15pm
 Whittier 152 Training Room
 More info coming soon!
- NAEOP Virtual Book Club**
 December 7, 2023 | 6:00pm
 Zoom (Must be member to attend)
- Guest Speaker: Effective Communication: Email, Nonverbal and Verbal - Kyla Gorji from EAP**
 January 17, 2024 | 11:45-1pm
 Arbor Suite East Campus Union
- NAEOP Annual Conference**
 July 14-17, 2024
 Doubletree Downtown
 Little Rock, Arkansas



Letter from the President

Christina Franklin

Hello UNOPA Members!

The November General Meeting highlighted the President's Charity for 2023-2024, Hands of Heartland. Jennifer Meints came and spoke with us about all the amazing things that they do. Hands of Heartland believe that those with developmental disabilities are people first, and the array of services they offer reflect that belief – creating a safe, welcoming environment designed to spark creativity, nurture people's needs, and facilitate services needed to promote the highest level of achievement, independence, interdependence, self-determination, and community integration. I believe this is an organization that espouses the values of UNOPA. UNOPA made a \$250 donation to Hands of Heartland.

it happens during the same time each year. During this season of "busy-ness" be sure and slow down and think about what you are grateful for. I am grateful for each of you and that we each bring our unique perspectives and ideas to this organization.

Better Together!
 Christina

Holiday time is upon us! Why does it seem to surprise me every year, even though

HOLIDAY FOR LITTLE HUSKERS

A big thank you to everyone who donated!

Building Your Future: Why Personal Branding Matters to Office Support Professionals

In your life and your career, your personal brand defines what you stand for, your values, and who you are.

In any role in an organization, employees can tailor their personal brand to differentiate themselves, showcase their skills, and pave their way to success.

In an administrative role, this remains true. Curious how branding can impact the optics of your role and what you are capable of? Keep reading for everything you need to know about personal branding and how it can improve your career as an office support professional.

How to Build Your Personal Brand in an Administrative Role

Think about your personal brand as your public image — how people view you as a person and an employee based on the information you provide. You can either cultivate this image or let it be defined for you. Executives control their branding, so why can't you do the same? Let's explore how you can write your brand story in professional office settings.

Start with Your Behavior at Work

How you carry yourself at work is one of the most critical facets of your personal brand. The people you interact with regularly know more about your brand than you realize, and it's based simply on how you behave and communicate with others.

If you easily build rapport with others, collaborate in a productive way, and speak

respectfully, these will become key components of your personal brand. If you lose your cool under pressure or have trouble working with others, these qualities will also be tied to your personal brand.

Contribute Your Knowledge and Skills

To share your brand with your organization, clients, and partners, you have to be clear on what you bring to the table. What are your skills? What departments can benefit from your knowledge and collaboration?

Knowing these answers will help you get involved with projects, tasks, and teams that you can support, thrive within, and help to grow. As your colleagues and senior leaders experience your skills and talents firsthand, they will understand the value you bring.

Dress the Part

While appearances aren't the most important part of your personal brand, you should be dressing for success. Taking care of your physical appearance and dressing appropriately shows you are a professional who shows up in more ways than one.

Level Up Your Personal Brand By Doing

Crafting and cultivating a personal brand takes intention, time, and consistency, and it may not be at the forefront of your thoughts every day.

Remember that every interaction you have is part of the evolution of your brand and how people perceive you. Consider the following for some actionable ways to control your personal

brand and narrative.

Network at Work

As an office support professional, you may interact with people from all different departments during the day. Use this to your advantage! Reach out, offer support, be friendly and helpful, and build relationships over time with people throughout the organization.

Ask Questions

Whether in meetings or casual conversations, ask questions and show your eagerness to learn. Curiosity is appealing, as it can often lead to knowledge sharing and value adds in the form of new initiatives and solutions.

Find Relevant Opportunities

Say you're an administrative assistant, but you'd like to learn the ropes of what an EA does for your next potential role.

If the opportunity presents itself to help an executive with a meeting or join a special marketing project, jump at the chance. In the process, you're advocating for yourself and your career, one step at a time. This growth mindset shows your persistence and commitment to hard work.

ASAP membership is completely free!

Source:

<https://www.asaporg.com/>

Nine Strategies for Sustainable Career Growth

Undoubtedly, three of the most critical roles within many organizations are executive assistants, office managers, and administrative assistants.

These roles are designed to ensure that every department works efficiently and the organization is successful. If you're in one of these roles or working towards them, we invite you to learn about the best ways to champion your career growth.

Administrative Assistants: Champion Your Career Growth

The opportunities for growth in the role of an administrative assistant are virtually limitless. As you navigate your passions and discover your strengths, consider the following actions to drive your career forward.

Volunteer Your Time

To grow in your current role, volunteer to help with tasks and projects that interest you. You'll find that volunteer opportunities allow you to meet other people in the organization, grow your skills, and discover your passions in the workplace.

Advocate for Professional Development

As a busy administrative assistant, making time for your growth can be challenging when you wear so many hats. Sit down with your manager, discuss your goals and interests, and make a plan for your development so it remains a priority.

Pursue Certifications and Continuing Education

As you advocate for your professional development, research the most applicable administrative assistant certifications and ongoing education that will help you flourish.

How Office Managers Can Take Control of Career Growth Opportunities

For many, the office manager role is appealing because it can lead to so many other career opportunities. Office managers are critical thinkers, people-focused, goal-oriented, and excellent communicators. Here are some more ways you can continue to grow and advance your career in this field.

Develop a Personal Brand

What do you stand for as an office manager and a person? What qualities and skills do you want people to associate with you? This is all part of your personal brand, and establishing it can help you define your career path.

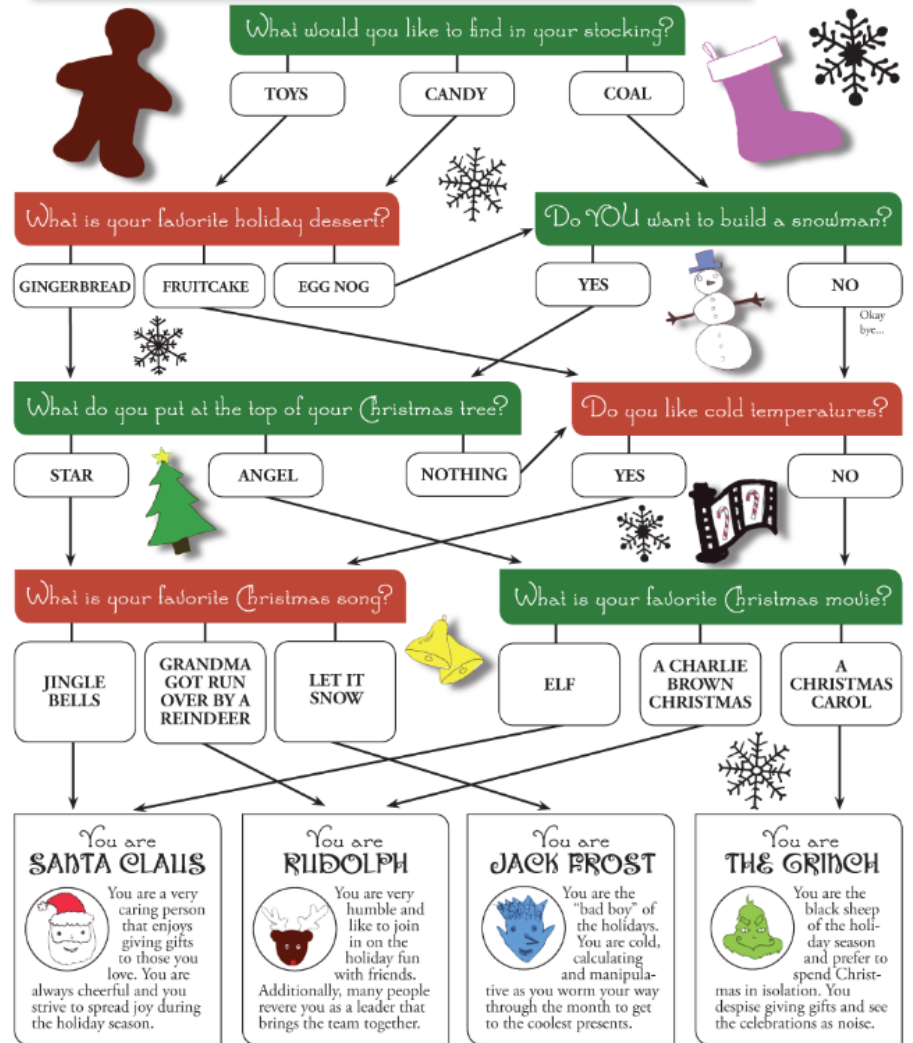
Leverage People Management Skills

Some office manager roles involve managing other team members, including administrative staff. People management is an incredibly valuable skill in any position. Take the time to

Christmas Personality Quiz: Which Christmas icon are you?

As the holidays approach us, we all tend to channel an icon that symbolizes the spirit (or lack thereof) of Christmas. Take this personality quiz to discover which icon best represents you! Start with the question below and then follow the arrows!

Layouts by H. Rose; Artwork by M. Conner and S. Telford



hone this ability so you can apply it throughout your career.

Be Open to Inter-Departmental Transfers

Many office managers opt for lateral transfers to other departments to learn how various teams operate. If you're open to working in Marketing, Sales, Operations, or any other department, express that to the company's leaders.

Executive Assistants: Craft a Tailored Career Growth Plan

Take the following steps to improve valuable skills for career growth as an executive assistant. Whether this role is the position of your career or you're just passing through, these are relevant and important qualities to have in any role.

Prioritize Networking

Networking is a way to stay top of mind when roles that you qualify for open up. Having contacts within your organization and the business community is a wise move throughout

your career, regardless of whether you're job searching or not.

Follow the Trends

Staying up on the latest in the industry is a foolproof way to add value to leaders and your organization. From the latest AI tools to applying market trends to forecasting, EAs who can provide innovation will continuously grow.

Ramp Up Your Tech Skills

Take it upon yourself to streamline outdated processes or test new platforms to improve organizational productivity. Doing so shows your initiative and understanding of the business, which only adds to your value as an EA.

ASAP membership is completely free!

Source: <https://www.asaporg.com/>

Get to Know UNOPA

Christina Franklin

How long have you been with the University of Nebraska-Lincoln? What have your roles been?

I have been at UNL for a total of 7 years. My first two years I was an Office Associate with Nebraska Extension out at the Research Farm in Mead. I took a two-year break and realized how much I loved working at the University and came back to my current role which is Administrative Associate in the Agricultural Leadership, Education and Communication department.

How long have you been a member of UNOPA?

I have been a member of UNOPA for 5 years. It was literally my second day of work and Jennifer Greenlee was telling me about UNOPA and all the benefits. I was all in from that point.

What about UNOPA appeals to you?

For me it is the networking that UNOPA brings that is SO important. I literally have people on speed dial (ok really Teams Chat) that can help me answer ALL.THE.QUESTIONS. It has made navigating the University System so much easier. It makes working at a big place, seem like a small place. Not to mention, I have made lifelong friends in UNOPA. There are members that have challenged me to take my leadership skills to the next level. I LOVE that my UNOPA colleagues always have my back and spur me on to be and do better.

Are you a member of NEOPA or NAEOP?

I am a member of both NEOPA and NAEOP. I have been a NEOPA member for 5 years. With NEOPA I love meeting people in our own city (and state) that get what it is like being an office professional in an educational system. I have been a NAEOP member for 5 years as well. I currently serve as the Higher Education Council Chairman on the NAEOP board. I love NAEOP because they have helped me grow professionally by offering the Professional Standards Program Certification and also by becoming a Certified Educational Office Employee (CEOE, in case you ever wondered why I put that after my name!). NAEOP is also an amazing



way to meet colleagues from across the entire country that GET IT! They totally understand what I do and can often offer insight into questions that I have. This group offers an annual national conference with great networking and professional development. I have met many colleagues from across the USA and I now consider them friends.

Do you have any career goals?

I do have career goals ... it took me awhile to realize that I could. This is more than just showing up and doing a good job! I would like to continue my leadership journey. And eventually I would like to be an Executive Assistant in an educational setting.

What does your life outside of work look like?

Life outside of work is spent with my amazing family! My college sweetheart, Darren (22 years and counting) and our son, Joel (10 years old) love to go to the zoo, sing loudly whenever possible and love a great dad joke. We just got our first pets for our family. Our five fish (Skeleton, Lightening, Harry, Greg and Sir-Fish-A-Lot) make us smile a lot and we are all in with being a fish family. They all have their own Christmas stockings and a Christmas tree in their tank.

The winter is a quiet time for our sports loving boy! In the spring, summer and fall you can find us at a football field, baseball field or golf course (no I don't golf or play any sport for that matter!).

All three of us volunteer at our church. Joel love serving in kids church and helps with the tech booth. He is a behind the scenes kind of guy. Darren and I serve in the Preschool area and love teaching 3 – 5-year-old kiddos. Darren is a rock-star ... no kidding we often get stopped because Mr. Darren is spotted by a fan. We love serving our community as a family!

Members

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Corresponding Secretary : Jodie Barnes
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Membership Coordinator : Kaelie Kellner

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Elections : Vacant
Professional Standards
Program - PSP : Debbie Hendricks
UNOPA Newsletter : Laura Buis
Ways & Means : Tricia Liedle
Planning : Jaimie Long

Mission

Education is the birthright of every person.

We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community.

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

We invite all office support staff at UNL to attend one of our meetings and get enthused about this special organization. We hope you find exciting opportunities and events within UNOPA.