

OHIO STATE UNIVERSITY ADMINISTRATIVE PROFESSIONALS

# Bi-monthly Newsletter

What's new with OSUAP?



**Mentorship Updates**

## Mentorship Corner

The [OSUAP Mentorship Working Group](#) is hosting a series of mentorship gatherings focused on resumes. Whether you are actively looking for a position, updating your position description or are preparing for an unexpected job change, these peer-led sessions are for you.

The sessions include:

- November 20, Noon - Resume Updates: Getting Started
- December 13, Noon - Resume Do's and Don'ts
- January 25, Noon - Working Session: Resume Review

To sign up for one of the sessions, complete the below survey. Space is limited to allow for interactive conversations during the gatherings.

[Sign-up today!](#)

## Be in the Know with EQ

Learn the fundamentals of Emotional Intelligence (EQ) at our bi-monthly event where you will be able to strengthen your awareness and ability to communicate both professionally and personally. Join us in person for this hands-on session on November 30, 12:30-1:30 p.m. at Thompson Library.

[Add to calendar](#)

# Bylaws and Administrative Excellence Award Updates

With a majority vote by OSUAP members, updated bylaws went into effect on September 20. These updated bylaws can be found on the [OSUAP website](#).

As part of the updates, an Administrative Excellence Award and Committee was created. These awards will honor two OSUAP members for their hard work, dedication and commitment to administrative excellence and The Ohio State University. **We need your help finalizing the inception of this program!** If you would like to join the committee who will assist with the selection and presentation of the award, please reach out to [Heidi Hamblin](#).

## Support the OSUAP fund

We are committed to ongoing professional development and networking to facilitate professional growth. OSUAP funding assists in our sponsored professional developments and our new administrative awards, created to assist eligible members with education and training costs associated in their career growth pursuits. Both monthly and one-time gift options are accepted. Search fund number 314852 or Ohio State University Administrative Professionals Development Fund.

[Donate here](#)

## Ohio State approved vendors

Be sure to visit the [Office of Business and Finance site](#) as your first stop for purchasing and travel information. Both UNIV and OSUWMC members\* can utilize this as a resource page for Workday processes, such as how to make a purchase without the use of a p-card, rates, amenities, etc., as well as direct contact information for your procurement and travel needs.

*\*Please check with your Fiscal Officer to verify purchasing details related to your unit/department.*

## Check out OSUAP on Teams

You're invited to join other members on our [OSUAP Channels on Teams](#). In addition to our professional channels, here are a couple of the new social channels:

### **Seasonal Fun:**

Earlier this year, we shared in some 'Summer Fun', now we've transitioned seasons to align for lots of [Fall Fun](#). What do you enjoy most about this time of year? Is there a favorite fall activity or event you regularly attend? Feel free to share!

### **Travel:**

Do you have any tips for places you've visited? Or maybe there's a favorite away destination you'd like others to know about. Whichever it may be, we welcome your [suggestions and comments](#).

# Important dates

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## **Election Day**

*Tuesday November 7, 2023*

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## **Veteran's Day**

*Saturday November 11, 2023*

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## **Thanksgiving Day**

*Thursday November 23, 2023*

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## **Suggestions?**

### **Have an idea for OSUAP?**

If you have a content suggestion for future issues of the newsletter or events for OSUAP members, please send an email to our President, [Heidi Hamblin](#), for consideration.

[Resources and tools](#)

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