



First observed in 1952 and now held each year on Wednesday in the last full week in April, National Administrative Professionals Day recognizes those who ensure offices run smoothly each day. Often seen as the glue of a work unit, these professionals keep work environments organized and efficient through a multitude of tasks – coordinating appointments, drafting letters and memos, planning meetings, booking travel, compiling research, greeting visitors, inputting data, managing projects, and more. In an increasingly complex world, administrative responsibilities and skill sets seem to continually shift and expand. Such dynamic work prepares staff members for continued growth in their current and future positions through additional opportunities and expanded influence.

These colleagues build the foundation upon which our University stands. We all enjoy Pepperdine’s special, close-knit community that is essential for the life-transforming education we promise to prepare our students to thrive personally, professionally, and spiritually. In a sense, this culture is largely promoted on the front-lines of those who are first to interact with a variety of internal and external constituents. Through seemingly everyday tasks, our colleagues perform the transformative work of solving problems, calming anxieties, realizing hope, infusing joy, and cultivating goodwill.

At Pepperdine, every position is needed to realize our mission, and today we celebrate our colleagues in administrative positions who model diligence, perseverance, and servant leadership. Please join me in thanking and recognizing our colleagues who simultaneously undergird the operations of our University and serve as ambassadors for the Pepperdine way of life.

Sean Michael Phillips

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