



Each spring on the Wednesday of the last full week of April, we have the opportunity to recognize our colleagues who keep our offices running smoothly. Administrative Professionals Day is a time to acknowledge our valued colleagues who often operate behind the scenes. Positions such as office managers, administrative assistants, executive assistants, and specialists are absolutely critical and often the backbone of any successful organization. Important tasks such as coordinating meetings, drafting messages, booking travel, research, or handling a difficult conversation with an unpleasant caller are all crucial assignments of our administrative teams, and they do it all with a smile on their face.

A recent article accurately describes administrative positions: "One of the remarkable aspects of administrative professionals is their adaptability. They are like chameleons, seamlessly transitioning from one task to another, no matter how diverse or challenging. Their roles are a complex tapestry of responsibilities that can shift at a moment's notice. Their ability to juggle multiple tasks is nothing short of extraordinary."

At Pepperdine, we each have the opportunity to live out our mission in a variety of ways. Today, we honor our administrative colleagues who serve our community with an unwavering commitment to excellence. Thank you for the incredible work you do - we celebrate you!

Lisa Stone

Executive Director, Business Services Administration