

About IAAP

The International Association of Administrative Professionals® (IAAP®) is a not-for-profit professional association with 600+ chapters worldwide. More than 40,000 administrative and management level members worldwide take advantage of the numerous benefits of membership in IAAP, and you can too! By joining IAAP you will receive a subscription to IAAP's award-winning magazine *OfficePRO*® full of research, trends and technology information; member discounts on purchases through IAAP on education and professional development resource materials; registration of any IAAP sponsored international level training workshops, seminars, conferences and conventions; registration for the Certified Administrative Professional® (CAP®) or the Certified Professional Secretary® (CPS®) examinations.

The association works in partnership with employers to promote **excellence**. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international

The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

IAAP's **purpose** is to provide information, education and training, and to set standards of excellence recognized by the business community on a global perspective.

IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

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

Give Yourself The Career Advantage... Professional Certification

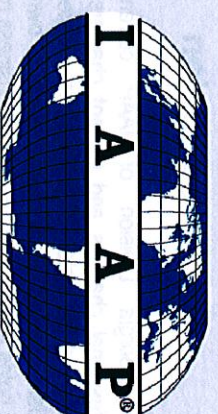
Now is a good time to become an administrative assistant, executive secretary, information coordinator, or other type of administrative professional. Technology and corporate restructuring have created jobs that are more rewarding and more skilled than ever before.

With more managers keying their own correspondence and more files being stored electronically, the nature of administrative professional work is changing drastically. Managers are doing more clerical work; administrative assistants and secretaries are doing more professional work.

In today's ever-changing business environment, you need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional.

Certification is a **mark of excellence** that you carry with you everywhere you go. IAAP offers the Certified Professional Secretary® (CPS®) rating and the Certified Administrative Professional® (CAP®) rating. Begin preparing for certification while obtaining your degree. **Why certification?** Certification will enhance your career success through:

- **Job Advancement** - Certification gives you a competitive edge for promotion and hiring.
- **Professional Skills** - You will learn more about office operations and build your skills by studying for and taking the CPS or CAP exam.
- **Esteem** - Attaining certification demonstrates to your employer and yourself that you are committed as a professional.
- **College Credit** - Many colleges and universities offer course credit for studying for and passing the CPS exam.



International Association of
Administrative Professionals®

POWER
of
Commitment
Georgia Division

Student
Chapters



GEORGIA DIVISION STUDENT CHAPTERS

Georgia Division

The Georgia Division of IAAP currently has professional chapters and student chapters located throughout the state—30 professional chapters and 5 student chapters. Each chapter elects its own officers and holds regular educational and business meetings. Chapters host seminars, workshops, networking meetings and other events to keep members informed of various administrative and industry updates.

- The Georgia Division IAAP continues to offer means by which members can grow both, personally and professionally.
- Be a resource for chapters and members, promoting professional development and educational opportunities for administrative professionals throughout Georgia.
- Set the standards of leadership, professionalism and excellence through involvement of division events, chapter meetings, seminars, and networking.
- Serve as leaders, advisors and mentors to the IAAP Chapters located in Georgia.
- Assist each chapter to recruit and to retain members and to build new chapters within the Division.
- Actively support student activities and aggressively work to establish new student chapters.

For more information about IAAP, the Georgia Division, a chapter near you and a membership application, visit our website at:

www.iaap_georgia.org

Complete an application today and return it to a professional or student chapter near you!

Georgia Division Student Chapters

Athens Technical College Chapter (Athens Campus)
Business and Public Service Division
800 U. S. Highway 29 North
Athens, GA 30601

Sponsored by: Athens Chapter

Advisors: Dianne S. Campbell, Dean

dcampbell@athenstech.edu

706-355-5048; 706-355-5139 Fax

Bonnie B. Hopson

bhopson@athenstech.edu

706-213-2110; 706-213-2149 Fax

Dekalb Tech Chapter (Clarkston Campus)

495 North Indian Creek Drive

Clarkston, GA 30021

Sponsored by: Dekalb Chapter

Advisors: Susan Wright—404.297.9522, X1191

wrights@dekaltibtech.edu

Anita Miller-404.297.9522, X1243

Dekalb Tech Chapter (Covington Campus)

16200 Alcovy Jersey Road

Covington, GA 30014

Sponsored by: New Rock Chapter

Advisor: Lesley Bowick—770.786.9522 X3204

bowickl@dekaltibtech.org

Southeastern Tech College Chapter

3001 East First Street

Vidalia, GA 30474

Advisors: Valerie Kasay—912.538.3100

vkasay@southeasterntech.edu

Tina Jernigan—912.538.3100

tjernigan@southeasterntech.edu

Student Membership

- A full-time student in a business education curriculum. (*maximum 4 years in student classification*)
- Student Members can hold dual membership in a Student Chapter as well as a Professional Chapter.
- IAAP Student Membership is very affordable – only \$26/annually. (*Please check with your local Student Advisor to determine if additional membership dues are required to join a Student or Professional Chapter.*)

Benefits of Student Membership:

- Networking with professional chapter members at various functions
- Getting to know other students with similar interests
- Attending and competing at student conferences
- Attending programs provided by sponsoring chapter
- Leadership Skills—gaining experience in organizing events or other club officer responsibilities
- Participating in fund raising and community service activities
- OfficePro® magazine
- Scholarships
- Mentoring

The developing future professional can become the dynamic leader of the day . . .
SEEK, FIND, BUILD, SUCCEED.
BE A PART OF LIFELONG LEARNING.

**GET CONNECTED/
STAY CONNECTED TO IAAP!**