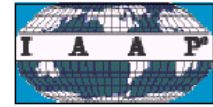


# SWANI Scope



INTERNATIONAL ASSOCIATION OF  
ADMINISTRATIVE PROFESSIONALS®

*SOUTHERN WISCONSIN AND NORTHERN ILLINOIS CHAPTER*  
*An IAAP "Chapter of Excellence"*

**March 2012**

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## Mark Your Calendars

### March 4-7, 2012

2012 Spring Conference

### March 20, 2012

SWANI Chapter Meeting

### April 17, 2012

SWANI Chapter Meeting

### April 24-30, 2012

Administrative Professionals  
Week

### May 18-19, 2012

Wisconsin Division Meeting

## Please join us for the March SWANI Meeting!



**When:** Tuesday, March 20, 2012  
Networking @ 5:30  
Program @ 6:00  
Business Meeting @ 7:00  
Dinner to follow Business Meeting

**Where:** Town of Beloit Fire Station  
2445 S. Afton Road  
Beloit, WI 53511

**Dinner:** The Rock Restaurant  
101 Maple Avenue  
Beloit, WI 53511

**Cost:** On your own – we will order off the menu

**Program:** Survive Alive House by Norm Nitz,  
Town of Beloit Fire Inspector

Per your recommendation, Norm Nitz, Town of Beloit Fire Inspector, will be speaking to us about home fire safety. The Town of Beloit has a "Survive Alive" house on site where they can simulate a house fire. We will be participating in and walking through the Survive Alive house as Fire Inspector Nitz speaks to us about the danger of fires, rescue plans, and overall fire safety.

PLEASE NOTE THE TIME CHANGE!!!! As there are no restaurants super close to the fire station and we've already done pizza, we have opted to change-up the time of the meeting. We will meet at the fire station at 5:30 p.m. and Fire Inspector Nitz will begin the Survive Alive presentation at 6 p.m. There is a meeting room on site, so we will meet there for the business meeting portion of the night. After the meeting, we will travel down the road to The Rock Restaurant in Beloit. There is a full bar and menu for us to choose from.

When RSVPing, please indicate if you will be attending the Survive Alive presentation AND going to The Rock for dinner. I will need to make reservations at both locations.

Be sure to RSVP today as you won't want to miss this important message!!

*\*Find the SWANI Gives Back charity donation info on page 3.*

## I am Thankful

Author Unknown

I am thankful for the wife who says  
its hot dogs tonight, because she is  
home with me and not with  
someone else.

For the husband who is on the sofa  
who is being a couch potato,  
because he is home with me and  
not out at the bars.

For the teenager who is complaining  
about doing dishes, because he or  
she is at home, not on the streets.

For the taxes that I pay, because it  
means that I am employed.

For the mess to clean after a party,  
because it means that I have been  
surrounded by friends.

For the clothes that fit a little too  
snug, because it means I have  
enough to eat.

For my shadow that watches me  
work, because it means I am in the  
sunshine.

For a lawn that needs mowing,  
windows that need cleaning, and  
gutters that need fixing, because it  
means I have a home.

For all the complaining I hear about  
the government, because it means  
that we have freedom of speech.

For the parking spot I find at the far  
end of the parking lot, because it  
means I am able to walk and that I  
have been blessed with  
transportation.

For my huge heating bill, because it  
means I am warm.

For the lady behind me in church  
that sings off key, because it means  
that I can hear.

For the pile of laundry and ironing,  
because it means I have clothes to  
wear.

For the weariness and aching  
muscles at the end of the day,  
because it means I have been  
capable of working hard.

For the alarm that goes off in the  
early morning hours, because it  
means that I am alive.

Finally, for too much email, because  
it means I have friends who are  
thinking of me.

<http://www.inspirational-short-stories.com/attitude-of-gratitude.html>

## Best Jobs 2012: Administrative Assistant

*As one of the Best Jobs of 2012, this profession should see  
significant growth over the next decade*

By MIRIAM WEINER

February 27, 2012

### The Rundown:

Gone are the days when administrative assistants simply had to answer the phone. An increased use of technology within the office setting has allowed administrative assistants to increase their presence within the company. They act as information and communication managers by scheduling meetings, organizing and maintaining paper and electronic files, conducting research, and even managing projects. Some administrative assistants are even put in charge of training new staff members and troubleshooting new office technologies. Although answering the phone and relaying messages are still part of the job description, an administrative assistant's primary goal is to keep the organization running smoothly. Unlike executive assistants, who work primarily with a company's higher-ups, administrative assistants are expected to provide support to all levels of an organization.

### The Outlook:

The Bureau of Labor Statistics projects 5.8 percent employment growth for administrative assistants between 2010 and 2020, which is slightly slower than the average growth among all other professions. However, because of the large number of people currently working in the position and the high turnover rate for these positions, an estimated 118,500 jobs will need to be filled during that time period.

### Money:

According to the Labor Department, the median annual salary for an administrative assistant was \$30,830 in 2010. The best-paid 10 percent earned roughly \$46,430, while the lowest-paid made approximately \$19,690. The best-compensated administrative assistants usually work for the postal service, the federal executive branch, or computer and peripheral equipment manufacturing companies. The highest-paid in the profession work in the Washington, D.C., area, the San Francisco metropolitan area, or Oakland, Calif.

### Education and Preparation:

Aspiring administrative assistants generally must possess a high school diploma at the minimum, although employers are increasingly seeking those with college degrees. Anyone striving to break into this field also needs good writing and verbal communication skills, as well as experience with computer software applications like word processing, spreadsheets, and desktop publishing. These skills can be acquired through high school vocational programs, one- to two-year office administration programs (offered at business or technology schools), or even training programs provided by temporary placement (temp) agencies. Certifications are also available through organizations such as the International Association of Administrative Professionals. Once hired, administrative assistants will receive some on-the-job training to help them acclimate to the technologies used within that specific office.

Read the complete article at:

<http://money.usnews.com/money/careers/articles/2012/02/27/best-jobs-2012-administrative-assistant>

## SWANI Gives Back

The charity for the month of March will be the Survive Alive House.

As we all know, fire safety is important. No one knows this more than a fireman! Because of the importance of the topic, all of the presentations that are done at the Survive Alive House are completely free of charge. But, we all know that there are expenses involved in conducting "free" services.

Therefore, we will be taking up a monetary collection and all monies collected will be donated directly back to the Town of Beloit Survive Alive House.



## Social Media

In response to last month's discussion about Twitter and social media:

Member comment: "My personal email has turned into mainly advertising/junk mail. Almost all personal messages come through Facebook now. Is it just me? I wonder what the rest of the chapter members are seeing... Tweepers too!"

Roxanne

## 7 Lucky Facts about St. Patrick's Day

### #1 Luck of the Irish?

Many St. Patrick's Day traditions revolve around luck. Ironically, the Irish have been a very unlucky people as history will tell. The phrase "Luck of the Irish" can be traced to the 1800s during the U.S. gold rush where a high number of Irish people found gold and silver. Since Irish immigrants were viewed as incapable any success was deemed as luck, hence "Luck of the Irish."

### #2 Lucky Number 7

A rainbow has 7 easily distinguishable colors. Both the rainbow and the number 7 are symbols of luck around the world. In slot machines, triple sevens means you've hit the jackpot... your own pot of gold!

### #3 Special Shamrocks

#### 3-Leaf Clover

According to Christian legend, St. Patrick used the 3-leaf clover to teach the Irish pagans about the Trinity.

#### 4-Leaf Clover

According to legend, each of the four leaves represents something: hope, faith, love, and luck, respectively.

### #4 Other Lucky Charms

Horseshoe: Hang a horseshoe over your doorway with the open side up – if you hang it the other way, the luck will pour out!

Coin/Penny: The saying goes: "see a penny pick it up and all day long you'll have good luck." Fills pot o' gold.

Falling Star: If you are lucky enough to see a falling star or a "shooting" star you get to make a secret wish.

### #5 Green: Is it lucky?

In the 19<sup>th</sup> century, green became a symbol of Ireland (also called "The Emerald Isle"). Wearing green is patriotic, and considered lucky especially on St. Patrick's Day. The tradition of pinching those not wearing green began in Ireland many years ago. To celebrate St. Patrick's Day, Chicago dyes the Chicago River green for the day and many pubs serve green beer as a tradition. Don't worry, it's safe to drink.

### #6 Lucky Leprechauns

Root: leprechaun (pigmy or fairy), luchrúpan (small body), or leath bhrogan (shoe maker). In Irish folklore, the Leprechauns are cranky fairies who mend the shoes of other fairies. They have magical powers and delights in mischief and trickery, which they use to guard their fabled treasures. If you catch a Leprechaun he must grant 3 wishes. Good Luck!

### #7 Kiss the What?

There is a stone of legend called "The Blarney Stone" which is set in the wall of a castle in the Irish village of Blarney. The stone is said to have magical powers, and whoever kisses the stone will have powers of persuasion. Many Scottish kings were crowned over this fated stone because it was believed to have special powers. Best to keep your kiss to a small peck, since millions of people have kissed this stone. No sloppy stone kisses allowed!

<http://degreearch.org/blog/7-lucky-facts-about-st-patricks-day/>