Come along and join us!

AdminNet website
www.adminnet.unsw.edu.au

Organisation and Staff Development Services
www.staffdev.unsw.edu.au

The University of New South Wales
UNSW Sydney NSW 2052 Australia

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AdminNet is managed by a volunteer committee of Administrative Staff through Organisation and Staff Development Services at UNSW. All Administrative Staff employed at UNSW campuses and facilities are invited to become members.

AdminNet has been established to develop and maintain an Administrative Staff support network at UNSW. We aim to provide a means of active communication for Administrative Staff at UNSW campuses and facilities, to facilitate resource sharing and improve the profile and development of Administrative Staff within the University.

AdminNet organise a number of activities throughout any year. These include lunchtime information seminars and social events. In 2006 we will also begin offering scholarships and new staff support programs. One of the big events on the AdminNet calendar is the internationally recognised Administrative Professionals Day which is on the Wednesday of the last full week of April each year.

The AdminNet Committee meetings are held monthly from 1 - 2pm. Administrative Staff interested in seeing AdminNet continue and prosper are invited to attend and participate in these meetings. Participation in the Committee and/or subcommittees is a great way to develop new skills and is open to all General and Administrative Staff working in the practical application of administration at UNSW. This includes all staff employed by or affiliated with UNSW on all of its campuses and facilities.

The AdminNet Email List

All UNSW Administrative Staff are invited to subscribe to the admin-network email list to keep up-to-date on what is happening at UNSW for Administrative Staff. Those on the email list will be notified of the events that are organised for AdminNet members. The list is also a means to communicate with other Administrative Staff and is a great way to tap into knowledge on campus.

To subscribe, send an email to: majordomo@explode.unsw.edu.au, with “subscribe admin-network” in the body of the message (do not add a subject or signature). Follow the instruction given in a return email from majordomo.