The roles of administrative professionals are constantly evolving as new responsibilities and new technologies are introduced. The Office of the Dean of Arts & Sciences (DAS) encourages its administrative staff members to keep current by participating in seminars, training, or workshops that relate to their current staff role at Brandeis. Areas of interest might include topics such as project management, office/digital technologies, communications, team leadership, meeting planning and follow-up, social media management or supervision/people management.

In support of this goal, beginning in FY16 (that is, academic year 2015-2016), DAS is offering a pilot program to provide opportunities for professional growth to A&S administrative staff. Funds may be awarded for workshops, on-line webinars, training sessions or conferences that help to improve their performance in their current staff position at Brandeis. Our intention is to be as supportive as possible for funding requests, however there is a limit to the pool of funds and therefore all applications may not be funded. Funds will be awarded on a rolling basis throughout the year and will not exceed $500 per staff person in any given year. Priority will be given to those in departments that do not have funding sources sufficient to cover staff development, to applications for local conferences and workshops and, going forward, to those who did not receive funding in the previous year.

Guidelines:

- A&S administrative staff whose salaries are not grant funded are eligible for these funds.
- Funding applications must be approved by the supervisor before being submitted to the Dean’s office. Time away from the office for professional development is not considered vacation or personal time.
- The application should consist of a paragraph explaining the training’s relevance to the applicant’s current position, information about the specific conference or workshop, amount of funding requested, a budget of expected expenditures, and a brief e-mail from the supervisor indicating support.
- Applications should be submitted to asbudgetplan@brandeis.edu.
- Meals and local hotels will not be reimbursed.

Policy Implemented 1/19/2018