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## 04/15/1988 - EIU Women Help Coordinate Conference For Professionals

University Marketing and Communications

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EASTERN ILLINOIS UNIVERSITY  
Charleston, Illinois

# news

ART TATE, Assistant Director, University Relations  
Office: (217) 581-5981 - Home: (217) 348-7553

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FOR IMMEDIATE RELEASE:

EIU WOMEN HELP COORDINATE CONFERENCE FOR PROFESSIONALS

CHARLESTON, IL.--Four Eastern Illinois University staff members are playing a key role in "Peak Performers," a conference for secretaries, office professionals and other support staff.

Carol Majewski, admissions records officer for the EIU College of Arts and Sciences, and Dolores Michael, administrative aide to the Vice President for Student Affairs at Eastern, are serving on the advisory board for the conference to be held Thursday, April 28, at the Chancellor Hotel and Convention Center in Champaign.

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As advisory board members, Majewski and Michael attended an intensive, day-long planning meeting to help the conference planning staff develop the conference theme and session topics.

The conference, scheduled during Professional Secretaries Week April 24-30, is designed to recognize and promote awareness of office professionals' development needs, to increase their knowledge and skills through workshops and briefings and to stimulate professional awareness through contacts with other secretaries and office professionals from around the state and from other universities and private businesses, according to Majewski.

Dr. Judith Anderson, director of Affirmative Action at Eastern and a registered psychologist, will conduct two seminars, "Sexual Harrassment in the Workplace" and "Personal and Professional Goal Setting."

"Earn Your College Degree," will be presented by Dr. Shirley Neal, director of the Board of Governors degree program at Eastern. This workshop discusses a unique program offered at state colleges and universities designed to provide office professionals and others with an academically sound alternative to the traditional bachelor's degree.

For additional information about the conference, call Sherry Rea at (217) 333-6110.

While the Peak Performers conference is open to the public, another event is being planned especially for EIU secretaries. Reservations are now being taken for a "Secretary's Day" luncheon from 11 a.m. to 1:30 p.m. Tuesday, April 26, in the University Union Grand Ballroom.

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WOMEN

For reservations, call the Union Ticket Office at 581-3616 by April 21. Tickets are \$5.25 each.

Another special event for EIU secretaries will be "Secretary on the Horizon," a presentation by Dr. Lillian Greathouse, EIU associate professor of Business Education and Administrative Information Systems, from 3-4 p.m. Tuesday, April 26, in the Paris Room in the University Union.

She will discuss the changing role of secretaries and the impact these changes will have on the professional life of the secretary. The presentation is co-sponsored by the Community Business Assistance Center and the Office Staff Support Group. It is open at no charge to all EIU secretarial personnel.