

Communique

Professional Staff Organization

University of Washington

<http://depts.washington.edu/psoweb/>

GETTING UNSTUCK IN YOUR JOB AT THE UW

by Anita Wabler, UW Bioengineering



Susan Templeton, UW career development manager

Most of us in education and health services spend one-third of our waking hours at work — more, if you count getting there.¹ We could just grin and bear it, saving our real life for weekends, vacations, and, eventually, retirement. But many of us want our jobs to be a meaningful part of our lives.

So what can you do if you're feeling stuck? "If

¹ Calculated from "Education and Health Services Average Weekly Hours of Production Workers – Seasonally Adjusted," at <http://data.bls.gov/cgi-bin/survey/most?ce>.

you want to grow or make changes, you have to take steps, be proactive," says Susan Templeton, UW's career development manager. "It's not just going to fall into your lap."

Susan follows her own advice. Since January, she has headed a new effort to help employees get what they need to stay happy at the UW. Her position was initiated through the Task Force for Career Development formed as part of the university's Leadership, Values, and Community Initiative. Susan's 12 years in the Center for Career Services made her a perfect fit for the position.

One first step for Susan was to identify existing resources to help staff take charge of their careers. Susan recommends "U-Plan: University of Washington Career Development Planning Guide," available at <http://www.washington.edu/admin/hr/pod/staff/careerdev/docs/uplanindiv.pdf>.

The five steps of "U-plan" will help you broaden your view of career progression. Maybe for you it is moving up the traditional ladder, assuming new positions with increasing responsibility. But perhaps you might be happy becoming expert in just a few related areas, or maybe you're a "roamer" who likes to try many very different things. Discovering what motivates you – power? security? creativity? independence? – can also be illuminating as you explore growing within your current position or in a new one.

You can do many small but important things right where you are to prepare for

advancement: forward your manager any thank you notes you get; document successes; build relationships; take on new projects; seek training. If expanding your current position doesn't work, check out other opportunities at the university.

"We want people to think of the whole UW as their employer," Susan says. "Feeling connected to a community is a big part of job satisfaction."

There are lots of ways to get connected. A great place to start is at <http://www.washington.edu/president/lcvi/career/>. Click "Resources" at the bottom of the page for links to information on career exploration, mentors, job searches, classes, professional organizations, e-learning, books, articles, and Web sites.

Susan does help UW staff with resumes and cover letters, but she says it's often better to explore the bigger picture first. She is working with groups of managers to help them learn how to support career development, and through Professional and Organizational Development she facilitates Dependable Strengths courses (see page 4). She'll also present career development topics to departments or units.

"The bottom line is that you have to take charge of your career," Susan says. "Find out what you do best, identify what job satisfaction means to you, and then ask for what you want." And use the great resources she's lining up to help you get it.



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PRESIDENT'S MESSAGE

The Professional Staff Organization is working on a lot of exciting initiatives this year.

Dedicated volunteers are drafting a mission statement to define the purpose and values of the PSO and help guide the organization in the future. If you are interested in giving input or would like to join the working group, drop me a note at psopres@u.washington.edu.

Our Communications Committee is leading a revamp of PSO's Web site to give it a new look and feel. Whether you have expertise in Web development or design or would just like to get involved, contact Judith Yarrow, committee chair, at jy3@u.washington.edu for more information.

The Outreach Committee is designing a survey to help us learn more about how to best serve PSO members. The last survey was done in 2004. Survey results will be shared with Human Resources and will guide

development of PSO programs, events, and resources. Contact Peter Rackers, PSO vice president, at prackers@u.washington.edu if you have suggestions, might like to help with the survey, or would like more information.

The Leadership, Community and Values Initiative Effort Committee is gearing up to host a resource fair to enhance awareness of LCVI and acquaint staff with campus resources and services. The LCVI Day Resource Fair is on February 6 from 10 a.m. to 3 p.m. PSO's Outreach and Scholarship committees are hosting a table; please stop by.

PSO's line up of events this year are highlighted on the following page. Mark your calendar and plan to join us for our fall member meeting on December 3 from 11:30 a.m. to 1 p.m. in the HUB West Ballroom. Provost Wise will talk about professional staff's essential role in the success of the university.

Last but not least I would like to thank the

Communications Committee for creating, writing, and designing PSO's fall and spring newsletters — the newsletter would not be possible without them. Members are Judith Yarrow, chair; Ellen Barker, Shelley Cowan, Paul Ford, Peter Rackers, Johanna Taylor, Anita Wahler, and Linda Yedlin. A special thank you to past committee member Jon Schindehette, who redesigned our newsletter last year and has since left the university.

I'd love to hear your suggestions for the PSO and to see you at the fall meeting. Our organization is as strong as the staff we represent, and we welcome your suggestions and participation.



Communique is produced by members of the PSO Communications Committee. Primary contributors to this issue are:

Judith Yarrow
editor, School of Public Health and
Community Medicine

Jon Schindehette
former director, Creative Services

Johanna Taylor
compliance analyst, UWMC Compliance

Anita Wahler
public information specialist, Bioengineering

PSO List Serv

The PSO sends occasional e-mail announcements about events, opportunities, and news to our members using a Mailman distribution list called "prostaff" (<http://www.washington.edu/computing/mailman/>). If you do not receive these e-mails (or if you do receive them but would prefer not to), please send an e-mail to the list coordinator, Robert Corbett, at rcorbett@u.washington.edu.

PSO ANNUAL FALL MEETING



PSO Annual Fall Meeting

Monday, December 3, 11:30 a.m.–1 p.m., HUB West Ballroom



Please join us for our fall membership meeting on December 3.

Our guest speaker will be UW Provost and Executive Vice President Phyllis M. Wise. Her talk is titled “The Essential Role of

Professional Staff in the Success of the UW.”

Provost Wise, who joined the university on August 1, 2005, is a professor in the

Physiology and Biophysics, Biology, and Obstetrics and Gynecology departments and continues active research in women’s health and gender-based biology. Before coming to the UW, she was dean of the College of Biological Sciences at the University of California at Davis.

Come and network with your colleagues, enjoy light refreshments, and listen to Provost Wise talk about the important role professional staff play in the university’s success. Refreshments at 11:30 a.m.; the program starts at noon.

Preview of Upcoming PSO Events

In addition to our fall and spring membership meetings—and back by popular demand!—several brown bag lunch sessions will be offered. Bring your lunch and listen to informational and entertaining presentations on topics we think will be of interest to professional staff.

January 29

Dispute Resolution Resource Panel

March 19

The importance of humor in the workplace

June 11

UW Carelink: Services for UW staff and their families that you may not know exist!

What Is PSO?

The Professional Staff Organization was founded in 1990 to represent the issues and concerns of professional staff to the university administration, the campus, and the local community. All professional staff are members of PSO.

More than 6,800 people are professional staff at the University of Washington. They include the university’s advisors, counselors, research scientists, engineers, consultants, administrators, managers, and budget analysts, as well as specialists in networks and computing, continuing education, personnel, and many other areas.

PSO works with the administration, the Faculty Senate, and the state legislature on issues that involve professional staff, especially the key issues of salary, workplace disputes, and professional development.

For more information about PSO, visit our Web site at <http://depts.washington.edu/psoweb/>.





Aurora Lau, investment reporting analyst in the UW Treasury Office, took the Dependable Strengths course from Susan Templeton in August 2006. “It’s definitely well worth it,” she says.

Here’s her report on the experience.

I don’t get “aha” moments often in workshops, but this one gave me many. It was very well-defined, and I got something from each section.

You get in groups of four and share everything with that group so they get to know you. My class had really good people in it. We “proved” to each other that we have the strengths we think we have, by describing what the course calls our “Good Experiences” – something we did well, enjoyed, and are proud of. We did an in-depth worksheet before the class so we were prepared.

One of my strengths is that I like to see a project through. I had to give an example to prove I am that kind of person. That was very powerful for me. Once you are able to articulate to a stranger what your strengths are, you are able to articulate it to your boss.

One thing we did was to write a little report, like a one-paragraph “elevator speech.” It’s a way for you to open a door. Say you are looking for a job. Instead of sending your resume, you send this report on who you are, and ask for their input. Asking for their feedback doesn’t put them on the spot so much, it just starts a conversation.

The last thing we did was goal setting. You say what you will do today, six months from now, and a year from now to use more of your Dependable Strengths in your work or personal life. I focused on a work project. We are thinking of buying a system in my department. It’s not within my job description to lead a project or do anything related to system implementation. But I have such fun memories of other projects I’ve led, and I had just spent two days proving to myself

and others that I’m good at it. “Maybe this is an opportunity to do something different,” I thought. “I would like to contribute more than what I’ve been asked to do. If I don’t do it now, when will I get another opportunity?”

After the class, I set up time with my boss. I explained the workshop and told him what I’d discovered about my strengths. “I’d like the chance to lead the project,” I said. After we talked, I sent him my “elevator speech.” He checked with some other people, and I got approved as the leader for this project. I was a little unsure about whether I could really pull it off. I did run into some obstacles, but you just do it. It’s giving me validation for my Dependable Strengths.

This class is definitely worth taking two days of your work time to attend. Susan really knows how to draw people out; she’s amazing!

A VERY SPECIAL PSO THANK YOU...

UW Box 355061
11 September, 2007

UW PSO Scholarship Committee
c/o Suzanne R. St Peter, chair
Box 354900

Dear PSO Scholarship Committee:

Receiving a PSO professional development scholarship to attend the National Association of Science Writers' annual meeting this October was a great morale booster. I of course greatly appreciate the financial help. Not only will the \$300 from PSO directly take the sting out of the total cost, but applying for and receiving the scholarship might help leverage support from my department, as well.

Maybe even more importantly, receiving the scholarship helped me feel more like a part of the university. Just knowing that there is an organized group that actively helps UW staff engage in lifelong learning relative to their careers gives me a good feeling about working here. And being selected myself makes me feel supported by a broad network, which in turn inspires me to invest more of myself in my work for the UW.

In addition, I am "hooking up" with other UW science writers attending the NASW conference for carpooling and lodging, reinforcing our professional bonds and building bonds of friendship. And I feel certain that the conference itself will fill me with new ideas and applicable skills.

Thank you for investing your time in serving on the committee, and thank you for supporting my proposal to attend the conference.

Sincerely,

Anita Wahler
Public information specialist, Bioengineering

PSO SCHOLARSHIP & GRANT PROGRAM



a broad appeal throughout the University and contribute to the professional and career development of professional staff members.

Please note that the quarterly application deadlines have changed as of Autumn Quarter, 2007. Mark your calendar and be sure to apply:

Winter	December 20
Spring	March 15
Summer	June 1
Autumn	September 1

Visit the PSO Web site for additional information, instructions, and application forms: <http://depts.washington.edu/psoweb/>.

PSO Provides Scholarships & Grants for Professional Development: Apply!

Hoping to attend a conference or obtain professional development training in the near future, but don't have the funds to cover your costs? Join your Pro Staff colleagues and apply for up to \$350 in professional development support. Here are just a few examples of recent scholarship awards:

- A senior computer specialist received funds to support his tuition for The Grant Institute's 3-day grant writing program.
- A career counselor was awarded support for attendance and presentation at the Society for Vocational Psychology Conference.
- A psychology intern was supported to present her PhD work at the American Psychological Association's Convention.

Two individual funding opportunities, the Professional Development Scholarship and the Greg Stark Memorial Scholarship, provide recipients up to \$350. These scholarships assist with registration, tuition, and travel-related costs associated with professional development and career-related workshops, classes, conferences, and other learning opportunities. The Greg Stark Memorial Scholarship specifically promotes staff team-building and collaborative leadership skills and will provide funds for individuals pursuing these goals.

Formal and informal professional staff groups and associations may apply for up to \$500 via the Professional Development Grant Program. These grants support activities such as classes, programs, or speakers that have

Please note...

The Fall Quarter deadline for PSO Scholarships and Grants submission has changed:

- **Previous Deadline: August 5**
- **New Deadline: September 1**

This change was made in order to coincide more closely with quarter start dates, and to allow you to review the Professional and Organizational Development's quarterly

course catalog for a few weeks prior to the application deadline. You can review the scholarship and grant guidelines and application forms on PSO's Web site: <http://depts.washington.edu/psoweb/>. We encourage you to apply!

Questions? Contact Suzanne St Peter, (206) 543.7647, ssstpeter@u.washington.edu.

Board Members 2006-07

Ethan Allen is the education manager for both the UW Center for Nanotechnology and the UW Genetically Engineered Materials Science and Engineering Center. He served on PSO's Professional Staff Models and Best Practices Working Group in 2005, represents PSO on the Professional Staff Salary Survey Committee, and is a member of PSO's Scholarships and Grants Committee. Before coming to the UW in 1998, he spent four years as associate director of Policy and Planning at the Teachers Academy for Mathematics and Science, and worked at the Museum of Science and Industry in Chicago. Ethan is also president of UW Toastmasters.

Ellen Barker has been a professional staff member at the UW since 1989. Her four positions have been in central development and engineering: UW capital campaign event planner, conference/publications manager, and project/web manager. She currently serves as assistant to the director of the FAA Center of Excellence, Advanced Materials in Transport Aircraft Structures.

Donald Berg came to the UW in 1990 to work in the Office of Registration. Subsequently, he has held positions in Undergraduate Advising,

Board... continued

at the Center for AIDS and STD, in the Department of Comparative Medicine, and at the Virginia Merrill Bloedel Hearing Research Center. He is currently academic personnel officer in the *School of Nursing*. Don has been active in PSO since 2001. He sits on PSO's Legislative Committee and on the 2007 Professional Staff Salary Survey Advisory Group.

Elizabeth Campbell has been with the University since 1989; first as assistant to the chief operating officer at Harborview Medical Center, then moving to *Computing & Communications' Office of the Vice President* in 1996. She served on the Professional Staff Organization's Program Review Committee before joining the board in 2005. Elizabeth currently serves as the organization's president.

Robert Corbett is coordinator of new programs, in which capacity he facilitates state approval of UW new degree programs and other reports to the state about academic policy. He is also a candidate in the doctoral program in English Literature and Criticism. Robert has been at the UW for 11 years. He has served in the GPSS, coordinated the graduate student portion of the English Department's program review, and provided staff support for two dean searches. He currently works with the Faculty Council on Academic Standards on issues of university-wide academic policy. His dissertation is on irony in romantic narrative and poetry. In spare moments, he supports the Seattle music and writing communities by going to shows and readings, as well as trying to organize a cabal of writers and artists to produce events and publications.

Mark Crispin is a software engineer in *Computing & Communications*. He has been at the UW since 1988 and prior to that was a systems programmer at Stanford University for 11 years.

Anne Doherty is conference and grant manager in the *Department of Health Services, School of Public Health & Community Medicine*. She has been a professional staff member at the university for nearly two years and has served on the PSO Scholarship Committee for more than a year.

Ronald Eng has been geology collections manager at the *Burke Museum of Natural History and Culture* since 1991, and has worked at a university museum for the past 27 years. Prior to coming to the Burke Museum, Ron was the curatorial associate in the Department of Invertebrate Paleontology of the Museum of Comparative Zoology, Harvard University. His first professional museum position was Senior Museum Assistant in the Division of Invertebrate

Zoology of the Peabody Museum of Natural History, Yale University. Ron has a BA in biology from Boston University and an MS in invertebrate zoology with a minor in ecology from Northeastern University. Ron was first elected to the PSO Board of Directors in 2001, was vice chair in 2002 and chair in 2002-2003, and is currently the PSO Board Seattle Campus representative. He worked on the strategic plan, was on the Professional Staff Program Review Committee, and is on the Governance Task Force. Ron was born and raised in Boston. He is an avid climber and enjoys exploring the Cascade Mountains of the Pacific Northwest and the Rockies of western Canada.

Shelby Fritz began her career at the University of Washington, Tacoma, as an undergraduate student assistant in 1999. After graduation, she was hired as the assistant to the vice chancellor for Academic Affairs.

Kathleen Hefner has been the administrative manager for the Department of Anesthesiology at Harborview Medical Center for six years. Prior to coming to Seattle, Kathleen worked for Emory University School of Medicine, Department of Anesthesiology in Atlanta, Georgia.

Namura Nkeze has worked at the UW for more than seven years, most recently as an academic counselor in the *Gateway Center*. Prior to working at the UW, she was employed at North Seattle Community College in the Office of Multicultural Student Services.

Peter Rackers is the director of Finance and Planning in the *College of Architecture and Urban Planning*. He worked in supply chain management at Microsoft for thirteen years. He then joined the UW, working at Harborview Medical Center for six years. In February 2007 he moved to the College and has been enjoying the various challenges associated with the position.

Marjorie Reeves has worked for the university since 1998. She started as an office assistant and at present is an administrative specialist with *Joint Institute for the Studies of Atmosphere and Ocean (JISAO)*. She has a BS in mass communications from the University of Southern Colorado and an MLIS from the UW. She published "A Chapter in Pacific Northwest History" in 2006 and is very involved with historical preservation in Washington state.

Anita Rocha is statistical programmer and data manager for the *Center for Studies in Demography and Ecology*. She has worked at the University of Washington for five years and has been in her current position for more than two years.

Bob Roseth was the first president of PSO. He has been at the UW since 1977 and is the director of the *Office of News*

and Information, which is the central public information office for the university, handling media relations for all campus units outside of health sciences. Bob has a BS from MIT (political science) and an MA from the University of Missouri (journalism). He and his wife have one son, Ben, who is a jazz musician and international studies major. In his spare time, Bob tries to play the piano.

Karen Russell has been at the university since January 1990, starting as a program coordinator in the *Economics Department* providing course scheduling and undergraduate advising services. Six years later she was hired as the department administrator in Economics. She went on to become the college administrator in Forest Resources for two and a half years, and has been the administrator of the Biology Department since 2004.

Mark Schoen is assistant director of finance with the *Department of Student Activities and Union Facilities*. He has 19 years of experience with the university, 17 of those with SAUF. Mark earned a BA in journalism at the University of North Carolina at Chapel Hill and an MA in professional accounting at the University of Washington. He is a licensed Certified Public Accountant and also holds the Certified Government Financial Manager designation. He currently serves as PSO's treasurer.

Mike Stocke is director of information systems at UW Bothell, where he has worked for seven years and been in his current position for over six years. He has a BS in workforce education and is working on a master's in organizational management. Mike is the current chairman of Bothell's General Staff Organization, with four years in that position.

Johanna Taylor began working at the University of Washington in March 2004 in the *HIPAA Program Office* for the UW School of Medicine as a Program Operations Specialist. After two years, she moved to the UW Medical Center Compliance office, where she handles a variety of issues dealing with auditing access to electronic medical records and facilitating patients' requests pertaining to their privacy rights.

Judith Yarrow is managing editor of *Northwest Public Health*, a biannual journal of the School of Public Health and Community Medicine. She has been with the School since 2001. She is also an instructional designer of online training modules for the Northwest Center for Public Health Practice. Judith has led PSO's Web development and Professional Staff Organizational Models Research committees. She is chair of PSO's Communications Committee and past chair of the PSO Board. Judith is a long-time Seattleite, having moved here in 1974.



Contribution Agreement

Thank you for your interest in the payroll deduction contribution program. To participate in the program, you must be a permanent or temporary employee of the University of Washington and appointed as Professional Staff.

Please complete this form and mail to PSO treasurer, Mark Schoen, Box 352230.
Lump sum contributions may also be mailed directly to the treasurer.

LAST NAME	FIRST NAME	MI	UW I.D. NUMBER	
POSITION TITLE	DEPARTMENT NAME		MAIL STOP	CAMPUS PHONE

TRANSACTION TYPE: BEGIN MY DEDUCTION CHANGE MY DEDUCTION STOP MY DEDUCTION

AMOUNT OF DEDUCTION PER PAY PERIOD (See PSO brochure or website for suggested amount based on annual salary.)

\$1.50 (MIN) \$2.00 \$2.50 \$3.00 \$3.50 \$_____ other (\$.50 INCREMENTS)

SIGNATURE _____ DATE _____

By my signature, I hereby request and authorize the University of Washington to deduct the amount specified from my salary. I understand this deduction will start on the first pay period after the authorization is processed and continue for the duration of my employment, unless I elect to change the deduction amount or stop the deduction by notifying the Professional Staff Organization in writing.