

# *Administrative Services*

## *Demonstrated Behaviors of Core Values*

### **Value 1** – We act with **Honesty, Integrity and Ethical Behavior**.

- We act with honesty and integrity in all situations.
- We report problems promptly in the workplace, with the understanding that managers will act on the information with integrity and confidentiality.
- We understand the need to protect and maintain confidential information.

### **Value 2** – We provide **Leadership** and **Motivation**.

- We encourage success and lead by example.
- We approach our work with a positive attitude.
- We celebrate our accomplishments.
- We communicate regularly.

### **Value 3** – We foster an environment that encourages **Creative Teamwork**.

- Together we find innovative ways to make it work.
- We encourage team work and creative problem solving across departments.
- We respect other opinions and welcome new ideas.

### **Value 4** – We demonstrate **Accountability** in our actions and responsibilities.

- We take personal responsibility in the delivery of our services.
- We will follow through with our commitments to others.

### **Value 5** – We provide **Efficient, Timely Service**.

- We respond quickly and reliably to meet the needs of others.
- We will be flexible and willing to change priorities in response to customer needs.

### **Value 6** – We have **Fiscal Responsibility** for the university's resources.

- We manage our resources wisely to meet the goals of the university.
- We manage the financial and physical resources of the university as if they were our own.

### **Value 7** – We find opportunities to **Create a Positive Workplace**.

- We are collegial and encourage an enjoyable workplace that fosters open and regular communication.
- We encourage professional and personal growth.
- We encourage informal celebrations of successes and we support our "work family."