

# 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 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.”

**Value 4** – We foster an environment that encourages **Creativity and Collaboration**.

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

**Value 5** – We demonstrate **Accountability and Responsibility** 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 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.