

news



Drexel University Online

Drexel University's Online Programs Address Career Growth Challenges for Administrative Professionals

Philadelphia, PA (PR Web) - April 23, 2008 – In recognition of Administrative Professionals Day, April 23, 2008, [Drexel University Online](#) academic director Dr. Kenneth Hartman offers tips for administrative assistants to increase their education, salary, and job security. First organized in 1952, the annual Administrative Professionals Day has become one of the largest workplace observances.

According to the U.S. Bureau of Labor and Statistics (BLS), the career field for Administrative Assistants is growing. Currently, there are over four million administrative professionals employed in the United States, and new jobs in this field are expected to rise by approximately 362,000 over the 2006-16 period. The BLS also cites that as technology plays a larger part in office culture, administrative professionals will be expected to be proficient with software applications and word processing, and those with bachelor's degrees will also step into the role of office managers or executive assistants.

High school graduates qualify for many administrative positions, but those with a four-year bachelor's degree earn more money and gain more responsibility in the office. The BLS reports that employers of executive assistants increasingly are seeking candidates with a college degree as these assistants work closely with top executives. Administrative professionals can earn between \$30,240 and \$46,160, with higher salaries for those with a degree and additional professional work experience. Top level administrative professionals can earn over \$55,000.

[Drexel Online](#) offers over 60 bachelor's, master's, and certificate programs in fields such as business, leadership, psychology, and communications. All of these programs are offered conveniently online, to allow students the ultimate flexibility when pursuing higher education. This allows administrative professionals to advance their career without interruption.

Dr. Kenneth Hartman offers the following tips for students who would like to pursue higher education to advance their career and increase their earning potential.

- Organize your schedule – block out 6-9 hours per course each week.
- Set Expectations – let those around you know about your commitments.
- Meet your instructor – share background, experience and contact info.
- Prepare your technology – familiarize yourself with the necessary course.
- Surf the resources – check out all the resources available for your course.

“[Drexel University Online](#) is honored to play a part in the recognition of administrative professionals across the country, said Hartman. “We are dedicated to the success of our students and their aspirations to pursue continued education. Administrative professionals play an important role in the workplace, and we are committed to providing convenient and quality programs to meet their educational endeavors and career goals.” he said.

Applications for Drexel’s online degrees and certificate programs are now being accepted for the summer term. For more information about our online programs, visit Drexel’s [online degree website](#), www.drexel.com, e-mail info@drexel.com or call (877) 215-0009.

###

About Drexel University Online

[Drexel University Online](#), winner of the 2006 21st Century Best Practice Award for Distance Learning from the United States Distance Learning Association, is a wholly-owned subsidiary of Drexel University, specializing in innovative, Internet-based distance education programs for working professionals and corporations in the United States and abroad. Drexel University is continually ranked one of the best national doctoral universities by *U.S. News & World Report* and enjoys regional accreditation by the Middle States Association of Colleges & Secondary Schools. A pioneer in online education, Drexel has offered programs online since 1996.

Media Contact:

Shawnee Brown
215-895-0513

Shawnee.brown@drexel.edu