

Illinois Administrative Professionals

OFFICE PROFESSIONALS WORKING AND GROWING TOGETHER

Since 1948

Illinois Administrative Professionals is an organization composed of employees in all civil service classifications included in the Office Support Series, the Clerk Series, and the Accounting Clerk/Technician Series, as well as several custom classifications.

In 1948, Kathryn G. Hansen helped to organize a group of non-academic employees at the University of Illinois at Urbana-Champaign that would meet on a regular basis so they could become better acquainted with others holding similar positions, provide a medium for interchange of ideas and professional development through guest speakers and group/panel discussions. The idea caught on and the organization is helping administrative professionals continue to make connections and grow careers for more than 65 years!

OFFICERS:

- **President:** Michael Foellmer
foellme1@illinois.edu
- **President Elect:** Erica Hanson
elhanson@illinois.edu
- **Secretary:** Colleen Hammel
chammel@illinois.edu
- **Treasurer:** Jim McGraw
jmcgraw@uillinois.edu
- **Email:**
theseecretariat@illinois.edu
- **Website:**
<http://publish.illinois.edu/illinois-admin-professionals/>

Eligible Classifications

Accountant I	Customer Service Specialist	Operator/Technician II, Microfilm
Accountant II	Editor, Technical	Payroll Manager
Administrator I, Medical Records	Executive Assistant	Payroll Manager, Assistant
Administrator II, Medical Records	Housing Administrator	Police Telecom. Supervisor
Administrator III, Medical Records	Housing Officer	Program Assistant
Admissions and Records Officer	Housing Representative	Program Coordinator
Admissions and Records Rep	Insurance Risk Manager I	Programmer I, Applications
Admissions and Records Supv	Insurance Risk Manager II	Records Management Officer
Advisor, Program	Inventory Record Control Supv	Records Management Officer, Asst.
Aide, Administrative	Library Assistant	Representative, Human Resource
Analyst I, Procedures and Systems	Library Specialist	Representative, Medical Insurance
Analyst II, Procedures and Systems	Manager I, Business	Senior Library Specialist
Analyst III, Procedures and Systems	Manager II, Business	Specialist I, Comm. Network
Analyst I, Budget	Manager, Collection	Specialist I, Payroll
Associate, Accounting	Manager, Duplicating Services	Specialist II, Payroll
Associate, Business/Administrative	Manager, Human Resource	Specialist III, Payroll
Associate, Human Resource	Manager, Human Resource Asst	Specialist, Collection
Assistant, Administrative	Manager, Medical Insurance	Specialist, Inventory
Assistant, Editorial	Medical Records Tech	Specialist, Medical Insurance
Assistant Manager, Collection	Office Administrator	Supervisor, Assistant Duplicating Service
Cashier III	Office Manager	Supervisor, Duplicating Service
Clerical Assistant	Office Support Assistant	Supervisor, Service Office
Clerk	Office Support Associate	Technician I, Account
Clerk, Accounting	Office Support Specialist	Technician II, Account
Clerk, Administrative	Office Support Assistant Area I	Technician III, Account
Clerk, Chief	Office Support Assistant Area II	Typesetter II
Clerk, Payroll	Office Support Specialist Area I	Typesetter III
Clerk, Staff	Office Support Specialist Area II	
Customer Service Assistant	Officer, Human Resource	
Customer Service Representative	Operator II, Telephone	