

# NAASS New Administrators Workshop Top Ten

10. Know what is currently in place, so you build and strengthen relationships.
9. Develop access to resources; budget, personnel, equipment, space.
8. Be involved in the budget process; request funding, know the budget director and the analyst.
7. Develop working relationships with deans, directors, and scheduling coordinators.
6. Be THE expert on summer session for your institution.
5. Take advantage of your colleague network.
4. Know what your boss wants from your operation.
3. Understand student demand.
2. Maintain your sense of humor (at times, it may be all you have).
1. Remember: Every summer ends!