

ASU BUSINESS ADMINISTRATORS SYMPOSIUM

SPRING 2008

The **ASU Business Administrators Symposium** is a three day program designed to provide resources and training sessions structured specifically for those performing business administrator duties in ASU's academic, research & administrative departments.

Symposium participants will be selected from pre-enrolled candidates.

To be considered as a candidate for the Spring 2008 ASU Business Administrators Symposium, please pre-enroll online by visiting the following link:

<http://asu.edu/hr/training/>

- Click on [Training](#) | [Register](#) | [Course Search](#)
- Log in using your ASURITE user ID and password
- Click on Course Search
- Ensure All Categories/All Courses is highlighted
- Under Search, type in Symposium

Candidate Pre-enrollment Deadline: February 20, 2008

SYMPOSIUM INFORMATION:

Symposium Location:

Phoenix Zoo
Stone House Pavilion
455 North Galvin Parkway
Papago Park
Phoenix, AZ 85008
602-273-1341

Symposium Dates:

April 2, 8, & 9, 2008

Mandatory Half-Day

Prerequisite Class:

March 6, 2008

8:00 am - 12:00 noon

University Services Building
Room 1302

Symposium Fee:

\$500

Fee Deadline:

February 27, 2008

SCHEDULED TOPICS:

- Administration's View of the Business Administrator's Responsibilities
- ASU Foundation
- Cash Handling
- Employee Ethics
- Environmental Health & Safety
- Financial Controls
- Financial Services Policies & Procedures
- Handling Difficult Employee Situations
- Managing Change
- Public Records
- Purchasing Card
- Purchasing Policies & Procedures
- Sponsored Project Management
- Tax Policies & Issues
- Travel Policies & Procedures
- University Audit & Advisory Services
- University Budget & Planning Process
- University Contracts Training
- University Strategic Planning



Business Administrators attending the symposium will have the opportunity to:

- Dialogue with high level University Administrators and Senior Management
- Increase understanding of the critical role Business Administrators hold in a complex business environment
- Meet and network with Business Administrators throughout ASU
- Acquire valuable resources and enhance problem-solving and decision-making skills through interactive presentations and breakout sessions



ARIZONA STATE UNIVERSITY