

YOU ARE ELIGIBLE FOR IAAP MEMBERSHIP "IF" YOUR JOB TITLE IS.....



Administrative Support Job Titles

**IAAP 2005 "Profile of
Administrative
Professionals" Survey**
*Survey results based on
3,200 total responses*

Current job title

Administrative assistant	30%
Executive assistant	18%
Executive secretary	6%
Office manager or supervisor	5%
Secretary	5%
Administrative secretary	4%
Administrative coordinator	3%
Assistant to [exec title]	2%
Administrative manager	1%
Other (See below for listing)	26%

Job Titles - Examples of "Other" Responses

Account Management/Creative Services Assistant
Accounting Assistant
Accounting Associate
Accounting Specialist
Accounting Tech II
Accounting Technician II
Administration Manager
Administration Supervisor
Administrative Aide
Administrative Analyst
Administrative Assistant Executive
Administrative Assistant II
Administrative Assistant Senior
Administrative Assistant to Chief Operating Officer
Administrative Assistant to President and CEO
Administrative Assistant/Bookkeeper
Administrative Associate
Administrative Associate VII

Administrative Auxiliary
Administrative Director
Administrative Lead
Administrative Office Specialist III
Administrative Office Assistant
Administrative Office Manager
Administrative Office Professional
Administrative Officer
Administrative Officer I
Administrative Officer, US Army
Administrative Officer/Corporate Secretary
Administrative Professional
Administrative Sales Assistant
Administrative Secretary/Human Resources
Administrative Services Associate
Administrative Services Manager
Administrative Services Supervisor
Administrative Specialist
Administrative Specialist II
Administrative Specialist I
Administrative Specialist III
Administrative Specialist IV
Administrative Staff Assistant
Administrative Supervisor
Administrative Support
Administrative Support Coordinator
Administrative Support II
Administrative Support Specialist
Administrative Support Vocational Instructor
Administrative Technical Assistant
Administrative Technician
Administrative/Faculty Support Assistant
Administrative/Project Coordinator
Administrator
Administrator for Worldwide Field Operations, Admin Web Coordinator
Administrator II
Administrator, Human Resources & Training
Agency Field Support Staff
Agronomy Information Specialist Assistant
Assistant Accountant
Assistant Controller/Systems Administrator/Admin Team Leader
Assistant Director of Finance
Assistant Executive Director
Assistant III
Assistant Office Administrator
Assistant Secretary and Assistant to the Chairman
Assistant to General Manager
Assistant to the Board
Assistant to the CEO
Assistant to the Dean

Assistant to the President
Assistant to the President/Clerk
Assistant to the President/Office Manager
Associate
Associate Director Administration and Finance
Associate Executive Assistant
Associate for Administration
Associate Transmission and Energy Scheduler
Auditor/Administrative Assistant
Benefits Coordinator
Bilingual Administrative Assistant
Billing Clerk
Bookkeeper
Branch Administrator
Budget Analyst
Budget Assistant
Business Administrator
Business Analyst
Business Associate
Business manager
Business Office Assistant
Business Office Technology Instructor
Business Officer
Business Practices Analyst
Business Services Coordinator
Business Support Representative, Multi-Functional
Certified Municipal Clerk
Chief Clerk
Claims Assistant (Insurance)
Clerical Specialist
Clerical Supervisor
Clerical Support Mgr/Administrative Secretary
Clerk
Clerk III
Clerk III
Clerk Typist II
Client Account Administrator
Client Care Manager
Collateral Clerk
Commercial Account Assistant
Commercial Loan Processor
Communications & Convention Bidding Manager
Communications Secretary
Community Development Assistant
Computer Tech
Confidential Secretary
Confidential Secretary (Education)
Consultant / Virtual Assistant
Coordinator
Coordinator for Training Programs
Coordinator of training
Coordinator II
Corporate Administrative Assistant
Corporate Administrator
Corporate Development Secretary
Corporate Office Services Manager
Corporate Relations Specialist

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Corporate Secretary	Executive Assistant and	HR Associate
Corporate Secretary-Treasurer	Administrative Leader	HR Compensation Analyst
Corporate/Estate Planning	Executive Assistant and Public	HR Coordinator
Assistant	Relations Coordinator	HR Express Services Representative
County Clerk - Board of	Executive Assistant to	HR Generalist
Commissioners	President/Officer	HR Support Manager
Court Auxiliary Secretary	Executive Assistant to the	HR/Training Administrator
Customer Service Manager	Chairman and CEO	Human Resource Secretary
Customer Service Representative	Executive Assistant to the	Human Resource Technician
Data Entry Operator 2	President/Governance	Human Resources Assistant
Data Processor	Coordinator	Human Resources Coordinator
Data Technician / Receptionist	Executive Assistant to the	Human Resources Representative
Dean's Education Support	Superintendent	Human Resources Specialist
Department Assistant	Executive Assistant/Office	Industry Marketing Associate
Department Assistant	Manager	Information Resource Specialist
Department Clerk	Executive Associate	Insurance & Claims Analyst
Department Coordinator	Executive Assistant / Program	ISO Lead Coordinator/QA
Department Division Secretary	Coordinator	IT Coordinator
Department Secretary	Executive Assistant to COO &	IT Help Desk Tech
Departmental Assistant	Office Manager	IT Infrastructure Operations Analyst
Deputy City Clerk	Executive Assistant to General	Judicial Assistant
Deputy Clerk	Manager/Office Manager	Judicial Assistant & Executive Assistant
Design Project Assistant	Executive Confidential	Lead Administrative Assistant
Development Associate	Administrative Assistant	Lead Legal Secretary
Director of Administration	Executive Coordinator	Lead Office Assistant
Director of Administrative Services	Executive Management Assistant	Lead Planning Technician
Director of Administrative Support	Executive Office Administrator	Lead Secretary
Services	Executive Operations Coordinator	Learning Delivery Coordinator
Director of Operations	Executive Secretary to the	Lease Administrator
Director, Administrative Services	President	Legal Administrative Assistant
Distribution Coordinator	Executive Secretary to the Vice	Legal Assistant
District Administrative Specialist	President	Legal Correspondent
Division Secretary	Executive/HR Assistant	Legal Data Entry/File Clerk
Division Secretary/Stenographer	Facilities Specialist	Legal Department Administrator
Document Technician	Facility/Legal Coordinator	Legal Secretary
Editor and Media Relations	Field Administrator	Legal Secretary/Secretarial Trainer
Coordinator	Finance and Administration	Loan Administrator
Editor/Media Relations	Manager	Location Administrator
Coordinator	Finance Assistant	Logistics and Sampling Coordinator
Education Coordinator	Finance Assistant and Stock Plan	Maintenance Secretary
Education Program Coordinator	Administrator	Management Assistant
Electronic Document Specialist	Finance Department	Management Assistant III
Employee Development Specialist	Coordinator/Executive Assistant to	Manager, Support Services
Engineering Assistant	EVP Finance and CFO	Manager of Cooperative Support Services
Engineering Document Control	Financial and Management	Marketing Assistant
Manager	Associate	Marketing Assistant/Analyst
Environmental Assistant	Financial Administrative Specialist	Marketing Coordinator
Executive Admin Assistant	Financial Administrator	Marketplace Services Manager
Executive Admin Assistant I	Financial Assistant	Media Coordinator/Administrative Assistant
Executive Administrative Assistant	Financial Assistant Officer	Medical Assistant
Executive Administrative Assistant	Financial Coordinator	Medical Transcriptionist
& Fleet Manager	Firm Administrator	Meeting Planner
Executive Administrative Assistant	Fleet Administrator	Metallurgical Lab Supervisor
to the CEO and President	Front Office Coordinator	Mine Assistant
Executive Administrative Assistant	General Clerk	National Sales Coordinator
to the President	Global Policy Administrator	Office & Systems Administrator
Executive Administrative	Grant Administrator	Office Administrative Assistant
Coordinator	Group Benefit Analyst	Office Administrator
Executive Administrator	Health, Environmental, and Safety	Office Administrator - Level C
Executive Administrator / Office	Assistant	Office Assistant
Coordinator	Help Desk/MIS Assistant	Office Assistant II
Executive Assistant	HR Assistant	Office Assistant III

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Office Assistant IV	Program Assistant 3	Research Compliance Officer
Office Assistant/Receptionist	Program Assistant, Technology	Residency Coordinator
Office Assistant/Textbook Coordinator	Program Associate	Resident Liaison Officer
Office Automation Clerk	Program Coordinator	Resource Center Support
Office Coordinator	Program Manager	Resource Development and Communications Specialist
Office Management Assistant	Program Resource Specialist	Retail Link & Sales Analyst
Office Manager/administrative	Program Specialist and Administrative Assistant	Retirement Administrator
Office Manager/Administrative	Program Support Coordinator	Risk Management Technical Assistant
Assistant/Accounts Payable Clerk	Program Support Manager	Risk Management Coordinator
Office Manager/Administrative Assistant	Program Support Supervisor	Sales Administrative Assistant
Office Professional	Project Administration	Sales Administrator
Office Specialist	Project Administrative Assistant	Sales Assistant
Office Specialist G5	Project Administrator	Sales Coordinator
Office Support Secretary III	Project Assistant	Sales Data Specialist
Office Support Specialist	Project Coordinator	Sales Operations Coordinator
Office Support Team Leader	Project Coordinator/Administrative Coordinator	Sales Reporting Systems Analyst/Administrative Assistant
Office Systems Administrator	Project Facilitator	Sales Support
Office Systems Specialist III	Project Management Coordinator	Sales Support Coordinator
Office Technician II	Project Manager	Sales/Construction Coordinator
Office/Grants Manager	Project Manager Assistant	Scheduling Secretary
Operations Assistant	Project Manager/Executive Assistant	Scientific Administrator
Operations Coordinator	Project Specialist	Secretarial Assistant I
Operations Director	Project Support Administrator	Secretarial Specialist
Operations Manager	Provider Service Associate	Secretary (Stenographer) Office Assistant
Office Administrator	Public Affairs Assistant	Secretary 2
Outbound Emergency Dispatch Operator	Public Relations Assistant	Secretary II
Owner of Administrative Support Business	Public Safety Education Consultant	Secretary III
Owner Services Administrator	Public Service Administrator	Secretary to the City Manager
Parish Administrator	Purchasing - Freight Coordinator III	Secretary to the President
Partner, Director of Office Services	Purchasing and Finance Coordinator	Secretary, Office Automation
Payroll Administrator	Purchasing Assistant	Secretary/Bookkeeper
Personal Assistant	QA Administrator	Secretary/Receptionist & Bookkeeper
Personal Secretary	QA Document Control Coordinator	Self Employed Administrative Assistant
Personnel Clerk	Quality & Compliance Specialist	Senior Executive Assistant
Personnel Services Specialist	Quality Assistant	Senior Account Representative
Personnel/Financial Coordinator	Quality Coordinator	Senior Accounting Assistant
Physician Services Specialist	Quality Review Analyst	Senior Administrative Coordinator
Planning Assistant	Quality Systems Analyst	Senior Administrative Assistant and Technology Services Supervisor
Planning Technician	Receptionist	Senior Administrative Assistant/Workers Comp Administrator
Police Records Clerk	Receptionist/File Clerk	Senior Administrative Associate
Practice Administrator	Receptionist/Accounts Payable	Senior Administrative Manager
Practice Manager	Receptionist/Administrative Assistant	Senior Administrative Representative
Principal Clerk	Receptionist/Bookkeeper	Senior Administrative Secretary
Principal Secretary	Receptionist/Office Assistant	Senior Administrative Services Assistant
Product and Marketing Coordinator	Receptionist/Purchase Agent	Senior Administrative Specialist
Product Specialist	Receptionist/Secretary	Senior Administrator
Production Assistant/Customer Service Representative	Records Coordinator	Senior Assistant
Productivity Specialist	Recourse Coordinator	Senior Branch Office Administrator
Professional Assistant	Recruitment Assistant	Senior Clerk
Professional Associate, Intermediate	Regional Coordinator	Senior Client Service Assistant
Project Manager	Regional Office Administrator	Senior Department Assistant
Program Administrator	Registered Sales Associate	Senior Deputy Clerk of Council
Program Analyst	Registrar	Senior Executive Admin
Program Assistant	Reinsurance Assistant	Senior Executive Administrative Assistant
	Report Administrator	Senior Executive Administrative Coordinator
		Senior Executive Assistant

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Senior Executive Assistant to CEO
 Senior Executive Assistant/Senior Project Assistant
 Senior Executive Secretary
 Senior Field Administrative Specialist
 Senior Legal Administrative Assistant
 Senior Legal Administrator
 Senior Management Assistant
 Senior Manager Support Services & Assistant to the CEO
 Senior Manufacturing Clerk
 Senior Procurement Associate
 Senior Professional Associate
 Senior Project Coordinator
 Senior Purchasing Clerk
 Senior Secretary
 Senior Staff Assistant
 Senior Staff Executive Secretary
 Senior Team Administrator
 Senior Secretary/Department Assistant
 Senior Administrative Assistant
 Senior Human Resources Coordinator
 Service Administrator
 Service Area Assistant

Service Consultant
 Services Coordinator
 Spacecraft Operations Administrator
 Special Assistant
 Special Education Secretary
 Special Events Coordinator/Assistant to the Dean
 Special Projects Coordinator
 Specialist
 Staff Administrative Assistant
 Staff Analyst
 Staff Assistant
 Staff Assistant to a Vice President
 Staff Development Coordinator
 Staff Manager
 Staff Secretary
 Staffing Coordinator
 Standards Assistant
 State Investigator
 Stewardship Coordinator
 Student Program Support Specialist
 Student Work Study Assistant
 Subcontract Administrator
 Supervisor, Unit Services
 Support Services Aide
 Support Specialist
 Support Staff

Support Staff Specialist
 Support Trainer
 Talent Acquisition Specialist
 Teacher Administrative Support
 Teacher-Office Systems Technology
 Technical / Clerical
 Technical Assistant, Loss Prevention, Insurance
 Technical Services Assistant
 Technology Coordinator
 Telecommunications Coordinator ~ Main Office Manager
 Temporary Worker, assignment varies
 Title III Manager
 Traffic Coordinator
 Training Consultant
 Travel Specialist
 Unit Business Manager
 University Relations Associate
 Vice President, Administration
 Virtual Administrator
 Virtual Assistant
 Vocational Services Specialist
 VP Administrative Assistant
 Web Designer
 Word Processing Specialist II



Chapter Details

City, State/Province: Jacksonville, NC
Division Name: North Carolina Division
Chapter Name: JOL, # 443174
Chapter President: Debra A. Forney
email: dforney@ci.jacksonville.nc.us

	Annual Dues	
	Professional	Student
International:	\$58.00	\$24.00
Division:	\$10.00	\$5.00
Chapter:	\$15.00	\$7.50
Total:	\$83.00	\$36.50

Annual dues do not include a one time processing fee of \$15.00 for Professional membership.

Chapter Web site: <http://www.iaap-jol.org/>

Division Web site: <http://www.iaap-nc.org>

Plan to visit without obligation one of our meetings

The JOL Chapter of IAAP meets the **2nd Thursday** of each month at Marine Federal Credit Union, Headquarters Building, 4180 Western Blvd Extension (Rear Entrance) Jacksonville, North Carolina. Meetings are open to all Administrative Professionals. Refreshments are served.

5:30 p.m. - 5:45 p.m. Networking
 5:45 p.m. - 7:00 p.m. Education Program and Chapter Business