Dear New Allegheny Administrator:

Welcome to our College community! You are part of an exciting and challenging enterprise that began in Meadville nearly 200 years ago and continues with forward-looking leadership and programs today. As a member of the Allegheny College community, you’ll have an opportunity to take advantage of the many cultural and recreational events and activities sponsored by the College. And we urge you to participate whenever you can. They are part of what makes this a special place to work.

Two other positive features of working at Allegheny College include colleagues who are willing to help you with just about any question you have about the College and the chance to make a difference in our students’ lives. No matter what your particular job responsibilities may be, what you do and how you do it can make a difference to a student, a parent or our alumni and friends. It’s a great feeling to know that you’re part of a college that cares about its relationships with its students, its employees and the community in which we live.

We are members of an elected advisory group that represents all administrative employees on campus. The Administrative Advisory Committee (AAC) meets monthly to address issues of concern and interest to our community, especially the administrative employees. You are welcome to review the minutes of our meetings at http://sites.allegheny.edu/aac/. We will be inviting you and other new administrators to join us for an informal gathering during the coming semester. And we encourage you to contact any of us at any time if we can provide information or help to answer questions you may have. A list of members is posted on our website.

We hope you’ll take the opportunity to tour the campus, get to know the various buildings and the folks who work in them, and learn about the College’s history. If we can be of any assistance to you, please feel free to contact us. Congratulations on your new position and — again — welcome to the Allegheny College community.

Sincerely,

The Administrative Advisory Committee