



Mrs. Davidson has a few words to the student body: "I first want to say to all Collegiate students that you have the opportunity to receive a high school diploma and a 2-year college degree simultaneously. Never take that for granted. Continue even after graduation to pursue the degree that you are seeking to help build your career. And never say "never." Don't ever give up. I am proud of each and every one of you.

Mrs. Davidson is our Collegiate office administrative clerk. As an administrative clerk, she does many different jobs. These jobs include greeting students, parents, and guests to answer and explain Collegiate information. She also answers and directs phone calls, assists and supports administrative staff and faculty, and operates the copier and fax machines. She distributes incoming mail to the faculty and staff, and assists and direct students to the appropriate staff or faculty member. Out of all her jobs, she doesn't dislike any of it because they are a never-ending stream of new challenging assignments. She enjoys the different opportunities to meet and support faculty, parents, staff, and students.

As an administrative clerk, Mrs. Davidson is the connecting link from the public to the faculty, but with that responsibility challenging people sometimes arise. Mrs. Davidson has a few ways she deals with challenging people. She always stays calm; staying calm may help the other person to calm down. She then tries to find the problem; this is so she can understand why they are being difficult, so she can help in the best way she can. Her main focus though is to redirect them to the appropriate staff member to help them with anything that she can't.