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## Virginia Tech Staff Employee of the Week

August 29, 2005

**Name:** Nancy R. Linkous

**Job Title:** Administrative & Program Specialist III

**Employee's Home Department:** Engineering Science and Mechanics

**Employee's College or VP Area:** Engineering

**Nominated For:** President's Award for Excellence

**Nominated By:** Norman E. Dowling, Don H. Morris, C. W. Smith

**Virginia Tech Hire Date:** August 1, 1965



### Summary

Nancy Linkous is the Office Manager of the Engineering Science and Mechanics Department. Nancy is the nerve center of the department. She manages the Department Head's schedule, handles personnel matters, payroll and appointment paperwork. This work directly affects approximately 30 faculty, 15 staff, and numerous (typically 20 or more) visiting scholars and post-docs.

In all of these matters, she knows how to get things done, and she knows where to get the answers for the rest. Even where she is not actually doing a particular task, Nancy is often an information resource for others who are handling the task. Her work is always performed with an extraordinary of accuracy and timelines.

Two previous department heads under whom Nancy served acclaim the following statement to her work:

"Nancy is one of the most dedicated, loyal and trustworthy people I know. She works for the department and the college without complaints and without hesitation. Many people in the department do not realize how smooth our operation is as a direct result of Nancy's devotion to us. Many things happen behind the scenes that could establish delays, lead to obstructions in our programs or worse. Nancy corrects them before anyone else becomes aware that the potential problems even arose." \*Former Department Head, Head Edmund Henneke.

"Nancy Linkous serves the department admirably and faithfully and provides stability to many administrative procedures. The department is fortunate to have her and certainly could not do without her." \* Former Department Head and Alumni Distinguished Professor Emeritus Daniel Frederick.

About the ["Staff Employee of the Week"](#) Program

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