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Virginia Tech Staff Employee of the Week

July 11, 2005

Name: Teresa Phipps

Job Title: Program Support Technician Senior

Employee's Home Department: Landscape
Architecture

Employee's College or VP Area: Architecture and
Urban Studies

Nominated For: President's Award for Excellence

Nominated By: Dean R. Bork, Department Head

Virginia Tech Hire Date: July 5, 1998



Summary

Teresa Phipps has been with the university for 16 years. She has spent the past 11 years in her current position with the Landscape Architecture Department. Teresa's primary responsibilities include serving as administrative assistant and academic program coordinator. She provides administrative support to the academic programs, supervises the receptionist and clerical support staff, provides administrative support for departmental research projects, and manages the daily office duties.

Teresa willingly accepts the challenge of the daily departmental needs. She is always striving for ways to improve the processes. "When people call our department they get warm and courteous attention, expeditious service and accurate information." The Department head, Dean Bork, describes Teresa as "a self-directed employee who is always at work, always on time, and always performing beyond the expectations of her position description."

Teresa is a valuable asset to the Architecture department. She further demonstrates this by extending her regular job duties by volunteering each semester to go to Alexandria to work directly with students.

Teresa received the College of Architecture and Urban Studies Staff Award in 1998 for selfless efforts in restoring operations following a fire in the Architecture Annex. She also received the Virginia Tech 2004 President's Award.

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

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