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Virginia Tech Staff Employee of the Week

August 1, 2005

Name: Maura Wood

Job Title: Administrative and Program Specialist III

Employee's Home Department: Horticulture

Employee's College or VP Area: College of
Agriculture and Life Sciences

Nominated For: President's Award for Excellence

Nominated By: Jersey Nowak, Department Head

Virginia Tech Hire Date: May 22, 1989



Summary

According to her nomination letter, Maura Wood, "has excelled in the technical and program support of the faculty of the Horticulture Department." Her department head recognizes her competence level; in addition, her willingness to share her skills and help others. This in turn has increased the efficiency of the department programs.

Maura manages budgets for seven individual faculty members (many with multiple accounts) and the Horticulture Gardens. She updates and maintains the departmental website. She also takes classes to improve her skills. Maura is always willing to assist faculty and staff with computer problem, troubleshooting, and software applications. Maura was instrumental in preparing the Horticulture Department CSREES review document.

Although she works with extension faculty, Maura has a lot of interaction with students -both undergraduate and graduate. She serves on numerous departmental committees. As time allows, she also volunteers for tasks above and beyond her job description. These tasks include: assisting with research crop planting and harvesting, and helping with taking plant measurements and other data collection.

According to one of her Presidential Award nomination support letters, "Maura is a strong team player, and in many respects functions as the "glue" that keeps the department on strong administrative and inter-relational footing."

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