

You are here: [Home](#) > > **VT Staff Employee of the Week**

## Virginia Tech Staff Employee of the Week

March 6, 2006

**Name:** Janet Francis  
**Job Title:** Enrollment Services Asst.  
**Employee's Home Department:** History  
**Employee's College or VP Area:** Liberal Arts & Human Sciences  
**Nominated For:** Governor's Award for Career Achievement Award  
**Nominated By:** Daniel B. Thorp  
**Virginia Tech Hire Date:** June 25, 1984



### Summary

Janet Francis has worked in several capacities since the beginning of her employment with the department of History in 1988. She works full time with the Associate Chair to ensure that classes and instructions are scheduled properly, that the departmental newsletter is put together, and that both graduate and undergraduate students are advised. In addition, Janet Francis handles applications from potential history graduate students as well as those applying in Area Studies. Area Studies is an interdisciplinary program we operate in conjunction with Foreign Languages and Literatures.

Her greatest passion, however, and her greatest service to the university is in undergraduate advising-for which she won the Provost's Award for Excellence in 2002. Her advising duties are not confined to the two weeks each year when students pre-register for the coming semester. Almost every day, new students transfer into the department, and every one of them sits with Janet to go over his or her academic history and fashion an academic plan.

Janet Francis continues to work through the National Academic Advising Association, the Academy of Advising Excellence, and other avenues to enhance her skills even further. She has long been, and remains, a committed, compassionate, and talented member of this department and of the University community.

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

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