

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

Virginia Tech Staff Employee of the Week

July 10, 2006

Name: Earlene Meredith
Job Title: Administrative Assistant
Employee's Home Department: Housing and Dining Services
Employee's College or VP Area: VP for Student Affairs
Nominated For: President's Award for Excellence
Nominated By: Rick Johnson, Director of Housing and Dining Services
Virginia Tech Hire Date: September 16, 1989



Summary

Earlene serves as the key administrative support leader and trainer for Housing & Dining Services. She volunteered to train all new support staff several years ago and, as a result, turnover in these positions has dramatically dropped. Her training is hands-on and on-site that can last up to six months, or longer if needed. Even after the training ends, Earlene continues to support staff members and serves as a mentor. Her supervisor, Rick Johnson, says, "The end result of Earlene's extraordinary efforts at training is a well trained unit support person, a support person who is more likely to be retained in their job, thus, lessening the chance of turnover; and a customer (student) who is better served because management can focus on their needs while Earlene trains staff behind the scenes."

Comments from staff members she has trained:

- "Earlene served as my mentor when I first arrived at Student Programs; she trained me as a departmental leave representative, in addition to the other facets of my position. Her attention to detail in addition to her methodical training ensured my full and complete understanding of this vital task. . . . Always the consummate professional, she is ready with the information requested and never gives the impression that the task posed is more than she can handle without the utmost grace, style and poise. Sometimes I wonder how she does it; but then I have the answer when I realize it's because she is who she is!"
- "When I joined Student Programs in November 2003, there was no existing job description for the position I filled. Ms. Meredith was, and still is, a constant source of information and knowledge. She trained me over three months on leave reporting, providing me with a training manual that she personally prepared as a resource tool, which I still use. . . . She is gracious enough to assist me in a bind, and has never made me feel incompetent or irresponsible for needing her assistance. Because of this, I have the utmost respect and admiration for her."

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

...

© 2005 Virginia Tech Human Resources

[Contact Us](#) · [Map & Driving Directions](#) · [Privacy Statement](#) · [Equal Opportunity and Affirmative Action Info](#) · [Applicants with Disabilities](#) · [Mission Statement](#)

Page: <http://www.hr.vt.edu/eow/> Last Updated: 7/11/2006 8:42:33 AM