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Virginia Tech Staff Employee of the Week

April 2, 2007

Team Name: Maxine Lyons

Job Title: SCHEV Coordinator & Fixed Assets Liaison for the College of Architecture & Urban Studies and Office Manager of the Community Design Assistance Center

Employee's Home Department: Community Design Assistance Center

Employee's College or VP Area: College of Architecture & Urban Studies

Office Held: Staff Senate - Secretary/Treasurer

Virginia Tech Hire Date: March 1, 2000



Summary

Maxine has a BS degree from Radford University and has worked for Virginia Tech for almost 8 years. She is the ETF Coordinator & Fixed Assets Liaison for the College of Architecture & Urban Studies (CAUS) as well as the Office Manager of the Community Design Assistance Center (CDAC). In her role as ETF coordinator, she orders equipment for the college, on SCHEV funding, making sure that the requested equipment is ordered, delivered to the proper location, is complete and accurate, submits payment, and then reconciles monthly reports of the expenditures. As Fixed Assets Liaison, she continues the process by working with others to help ensure that all equipment is properly tagged and accounted for. When first taking on this job, she helped design a "How-to" manual for use by fixed assets liaisons in the different departments within the College. At the CDAC, Maxine oversees the day-to-day duties of the office which also includes the fiscal responsibilities.

Maxine first became involved in governance at VT, in 2000, when she was elected as the president of the CAUS Staff Association and served in that role for 2 years. She then became a Staff Senator and has represented the staff on various committees and commissions, including a 3-year term each, on the University Council and the Commission on Equal Opportunity & Diversity. She was elected as secretary of the Staff Senate in 2006. Maxine has served on several planning committees, the most recent being the planning committee for the Employee Advisory Committee (EAC). She also sat on one of the initial focus test groups which were set up in response to the Higher Education Restructuring Act. She was re-elected as CAUS Staff Association President in 2006 for another two year term. Maxine is an artist with a degree in Commercial Art and has used her art skills to design many brochures, program literature, posters, and other promotional pieces for her job roles as well as for the committees that she has been involved with including the latest update of the Staff Senate membership brochure this year. She has taught painting through the Open University at Virginia Tech as well as individual lessons at her studio in Pulaski County.

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

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