

Staff Employee of the Week

Shelley Johnson

JOB TITLE: Executive Assistant

HOME DEPARTMENT: ICTAS

COLLEGE OR VP AREA: VP for Research

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Christie Thompson, Associate Director for Administration

VIRGINIA TECH HIRE DATE: March 10, 2000



SUMMARY

Shelley is the Executive Assistant to the ICTAS Director. She is an extremely hard worker who is quite conscientious in all she does. She keeps the director's ever changing schedule accurate and up to date. She is very gracious and helpful with visitors and callers.

Shelley has supported many different efforts this past year to include the ICTAS Doctoral Scholars reception, the ICTAS Retreat, the ICTAS Holiday Luncheon, and the ICTAS Stakeholder's meetings. In addition, she was invaluable in setting up and making arrangements for the ICTAS Associate Director for research candidate interviews.

Shelley is very effective in her position. She works well with others and is always ready to pitch in when needed. She is willing to take feedback and suggestions to help improve herself and the efficiency of operations. She is willing to work additional hours when needed. She produces materials requested in a timely and proficient manner. Without her excellent administrative support, ICTAS would not be moving forward on the initiatives that it is pursuing. She is a valued member of the ICTAS team. Shelley was also a 2002 President's Award for Excellence nominee.