

Staff Employee of the Week

Sandra Mullins

JOB TITLE: Executive Secretary

HOME DEPARTMENT: Facilities Services

COLLEGE OR VP AREA: VP for Administrative Services

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Denny Cochrane, Sustainability Program Manager

VIRGINIA TECH HIRE DATE: September 10, 1998



SUMMARY

Sandra is an absolutely outstanding administrative professional who consistently exceeds customer expectations in one of the largest and most complex organizations at Virginia Tech. As an Executive Secretary in the office of the Associate Vice President for Facilities Services, her professional competence and dedication has been critical during periods of dramatic departmental changes in leadership, organizational structure, and mission. Exceptionally calm under pressure, Sandra eagerly accepts additional duties and responsibilities.

Virginia Tech is committed to sustainability. Sandra provides administrative support to the Sustainability Program Manager, to the university's Energy and Sustainability Committee, and to its Subcommittee charged by President Charles W. Steger to develop the Virginia Tech Climate Action Commitment and Sustainability Plan.

Sandra's character, professionalism, and selfless service are truly exemplary. She is, without question, the ideal role model for the university motto "Ut Prosim-That I May Serve."