

## *Staff Employee of the Week*

### **Debbie Atkins**

**JOB TITLE:** Executive Secretary Senior

**HOME DEPARTMENT:** Engineering Education

**COLLEGE OR VP AREA:** College of Engineering

**NOMINATED FOR:** President's Award for Excellence

**NOMINATED BY:** Thomas Walker

**VIRGINIA TECH HIRE DATE:** October 16, 1976



### **SUMMARY**

Debbie has served the University in the Department of Engineering Education (formerly the Engineering Fundamentals Division) for thirty-one years and as Senior Executive Secretary for twenty-five of those years. She has provided the first contact “Welcome” for over 40,000 engineering students with Summer Orientation. She has the primary administrative responsibility for scheduling their courses and departmental transfers. Students are always her highest priority and she will not allow herself rest whenever there are tasks and processes required to contribute to their academic success. She is consistently at the leading-edge of workplace technology change, assimilating skills, with limited training, to transition from ditto machines, IBM punch cards, manual typewriters, and rotary-dial phones to personal computers and their assorted peripherals, Rolm and cell phones. She has taught herself through all the computer operating systems, “office” software applications, PROFS, and Banner without any decrease in productivity or excellence. She views change as an opportunity; her dedication, loyalty, and work ethic enabled the successful transition of the EF Division to the ENGE Department. Her behind-the-scenes contributions to the recent national recognition and awards collected by that department and faculty cannot be over-estimated.