

Staff Employee of the Week

Earlene Meredith

NAME: Earlene Meredith

JOB TITLE: Administrative Assistant

HOME DEPARTMENT: Student Affairs – Housing and Dining Services

COLLEGE OR VP AREA: Vice President for Student Affairs

NOMINATED FOR: President's Award for Excellence and Governor's Award for Career Achievement

NOMINATED BY: Rick Johnson

VIRGINIA TECH HIRE DATE: September 16, 1989



SUMMARY

Earlene has shown consistently exceptional performance over 20 years while serving as the key administrative support leader and trainer for Housing and Dining Services. Earlene's most important and significant contribution to Housing and Dining Services is her willingness and ability to train and support housing and dining unit support staff.

She is the resident "expert" and all of the other support staff members look to her for guidance on important questions. All management members in Housing and Dining know that, if Earlene is doing the training, the training will be accurate, thorough, and complete. By Earlene spending a large amount of time with the unit support person, this frees management to concentrate on serving the students. The end result of Earlene's extraordinary efforts at training is a well trained unit support person. Training is only one part of her job. Her role as the senior administrative assistant in the department is a full-time job in itself and her performance is exceptional in this area also.