

Staff Employee of the Week

Michelle Raines

NAME: Michelle Raines

JOB TITLE: Administrative Assistant

HOME DEPARTMENT: Theatre and Cinema

COLLEGE OR VP AREA: College of Liberal Arts and Human Sciences

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Patricia Lavender

VIRGINIA TECH HIRE DATE: July 23, 1990



SUMMARY

Michelle has consistently provided outstanding support for some 13 years to the faculty, students, and programs in the Department of Theatre Arts, now the Department of Theatre and Cinema. However, it was over the course of some 14 months through 2009 as the department moved into new facilities and incorporated new programs that she made extraordinary contributions above and beyond the usual.

With a 25% increase in faculty, a 50% increase in student numbers, and a revised curriculum, Michelle managed to serve the administrative needs of everyone and to organize the timetable and room scheduling requirements with competence and efficiency on short notice and in time for fall semester classes. At the same time, she was at the center of the logistical requirements for the move from the department's 30+ year home in PAB to the new offices and classrooms in Henderson Hall.

Faculty in the department repeatedly praise her warmth and grace, her dedication and expertise, as summed up in a quote from the department head: "She is a tireless, organized, and responsible colleague who devotes herself to her work and exceeds expectations every day."