

Staff Employee of the Week

Sandra Smith

JOB TITLE: Senior Executive Assistant

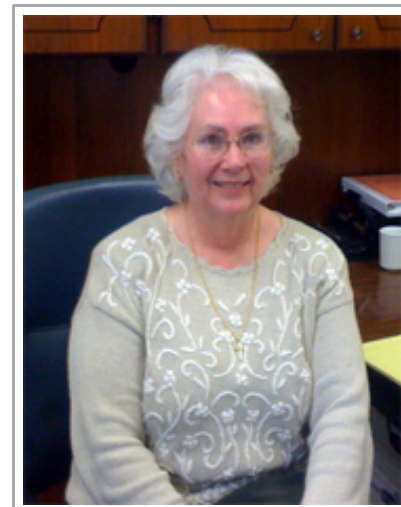
HOME DEPARTMENT: Office of the President

COLLEGE OR VP AREA: Office of the President

NOMINATED FOR: Staff Leadership Award

NOMINATED BY: Kim O'Rourke

VIRGINIA TECH HIRE DATE: August 23, 1971



SUMMARY

Sandy joined the President's Office in 1997 and has served as the Senior Executive Assistant to the President since 2000. Sandy provides exemplary service to senior administration, the Board of Visitors, and to other business and community leaders that interact with the university. Her greatest contribution to the university is her ability to lead by example. Sandy sets a professional tone for the office, which the other staff emulate. By her example, she brings out the best in her co-workers throughout the university and even in the visitors with whom she interacts. She treats every single person with the utmost respect. She is politically astute, has impeccable judgment, and handles all situations, from the most sensitive to the most belligerent, with composure, courtesy, diplomacy, and the appropriate degree of firmness. She is a seasoned professional who carries out all functions of the position with great skill, a high degree of accuracy, efficiency, and discretion – and good humor. She is held in high regard by everyone within the university – faculty, staff, students, and administrators alike – with whom she interacts. Simply stated, the President could not function effectively without her. Sandy is the “gold standard” of presidential administrative assistants.