

Staff Employee of the Week

Julia Acton

NAME: Julia Acton

JOB TITLE: Educational Programs Practitioner

HOME DEPARTMENT: Dean of Business – Undergraduate Programs

COLLEGE OR VP AREA: College of Business

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Candice Clemenz



SUMMARY

Julia has worked for Virginia Tech continuously since 1978. She began as a Clerk Typist in the Acquisitions Department of the Library, and has held six positions with incrementally more responsibilities before assuming her current role as Educational Programs Practitioner in The College of Business Undergraduate Programs Office in March 2005.

Julia reports to the Associate Dean for Undergraduate Programs; working titles such as “Office Manager” and/or “Assistant to the Associate Dean” describe her daily responsibilities.

Julia supervises three employees to insure the smooth functioning of front office operations. Additionally she supports the Associate Dean to fulfill daily activities as well as the demands of many committees and special initiatives. When new challenges come her way, Julia executes cheerfully with amazing accuracy and timeliness. Julia is not only highly productive, her work is top quality. She sets a standard of excellence within the College.

The following endorsement from Dr. Raman Kumar, Department Head of the Finance Department, says it all:

"I have worked with Julia as her direct supervisor when she was in the Finance Department, and interact with her frequently in her current role in the Undergraduate Advising Office. She has been, and continues to be one of the most efficient and pleasant individuals that I have had the opportunity to work with. Her performance and diligence contributed greatly to the effective functioning of the Finance Department when I served as Department Head in 2000-2002 period. She is most deserving of the President's Award for Excellence."