

# *Staff Employee of the Week*

## Melissa Nipper

**NAME:** Melissa Nipper

**JOB TITLE:** Fiscal Technician

**HOME DEPARTMENT:** Engineering Science and Mechanics

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

**NOMINATED FOR:** Staff Leadership Award

**NOMINATED BY:** Anne-Marie Bracken



### **SUMMARY**

Since Melissa joined ESM, she has taken initiative in many ways including becoming a guru for Scholar questions, joining the Scholar Advisory Board, and volunteering as the department's CASE representative, serving as secretary since June 2010. She is a self-motivated, life-long learner, who has successfully completed the OSP Project Administrator Program and training in software including Ensemble CMS, Grants.gov, EndNote, and advanced features in Excel. She spear-headed a sole-source EndNote web account for a student research group which allows participants to collaborate with their group to an online database library of references relative to their research.

Melissa's mentoring skills are excellent as she is patient, understanding, and friendly with a great sense of humor. She provides other staff members with one-on-one training in online proposal approval systems, proposal budgets, and Scholar.

She is the ultimate team player always ready to help with any task, often with suggestions on how to improve efficiency. She sets an example for others with her cheerful "can do" positive attitude, always considering the needs of students, faculty, staff, and visitors. Students depend on Melissa to counsel them in various ways. Regardless of her heavy workload, she always responds with good advice and a friendly smile.