

Staff Employee of the Week

Bonnie Alberts

NAME: Bonnie Alberts

JOB TITLE: Administrative Assistant

HOME DEPARTMENT: Center for Instructional Development & Educational Research and Office of Assessment & Evaluation

COLLEGE OR VP AREA: Vice President and Dean for Undergraduate Education

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Peter Doolittle



SUMMARY

Bonnie has served as the Administrative and Office Specialist III for both the Center for Instructional Development and Educational Research (CIDER) and the Office of Assessment and Evaluation (OAE) for the past 5 years. Over these 5 years, CIDER and OAE have doubled in size, scope, and responsibility, and Bonnie has been there all along the way learning to scale up traditional administrative support; manage grant-based financial transactions; generate new solutions to new financial, purchasing, travel, and human resources situations; direct international assignments and events; and, communicate new policies and procedures to a larger constituency.

The work of these two offices that provide support to the total campus is very broad and extensive. Though the amount of work is often overwhelming, she demonstrates a strong sense of perseverance in getting the work done, while consistently displaying a very positive attitude. Bonnie is also a valuable team player, not only in the office in which she works, but across the university. She has taken on numerous leadership roles on committees and in positions across the university. She is considered by many of her colleagues to be a source of information and support.