

Staff Employee of the Week

Carlene Arthur

NAME: Carlene Arthur

JOB TITLE: Administrative Assistant

HOME DEPARTMENT: Center for Gerontology

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

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Karen Roberto

SUMMARY

Carlene embodies the mission of Virginia Tech – *Ut Prosim*, “That I May Serve” – everyday as she interacts with administrators, faculty, students, and community constituents.

She has made extraordinary contributions to the university through consistent and sustained excellence as administrative assistant for the Center for Gerontology and the Institute for Society, Culture, and Environment. She is highly competent and her work is exceptional. No matter what is asked of her, she approaches all assignments with thoughtful determination, care, and enthusiasm, which results in high quality outcomes.

Carlene is unfailingly cheerful, professional, efficient, and helpful. She has willingly assumed more responsibilities than were assigned when she was hired, has advanced her professional skills and expertise consistently over the years, and has displayed outstanding leadership, competence, and team spirit. She is the ultimate professional, making extraordinary contributions to the Center and Institute through her knowledge, support, and positive interactions with others across the university and beyond.

