

## *Staff Employee of the Week*

### **Arlice Banks**

**NAME:** Arlice Banks

**JOB TITLE:** Executive Secretary

**HOME DEPARTMENT:** College of Natural Resources

**COLLEGE OR VP AREA:** College of Natural Resources

**NOMINATED FOR:** President's Award for Excellence

**NOMINATED BY:** Thomas Olson



#### **SUMMARY**

Arlice is an executive secretary in the Dean's office in the College of Natural Resources and Environment. She has been a Virginia Tech employee for over 26 years. Mrs. Banks is recognized for her strive toward excellence in everything she does. She is the consummate professional when dealing with internal and external clients of the college. In the last year, Arlice single-handedly organized and orchestrated the college's first annual career fair. Corporations and companies attending the fair commented on Arlice's organization and communication with them and noted it was the best event they had attended.

Arlice also has designed and developed new programmatic materials for the college, some 10 different publications. She has won regional and national awards for her work in publication design and development. But more than any other aspect of Mrs. Banks contributions, is the sense that she is a professional, represents the university at the very highest level of professional service and is committed to excellence in all she does, whether it be working to support the faculty, students or other staff. Arlice's contribution is all about quality, with excellence in a compassionate manner in working with others.