

Staff Employee of the Week

Paulette Gardner

NAME: Paulette Gardner

JOB TITLE: Executive Secretary Sr.

HOME DEPARTMENT: School of Education

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

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Susan Magliaro

SUMMARY

Paulette has worked as the “face” of the School of Education (SOE) for almost seven years, since the SOE's inception in 2005. In addition to her daily duties as the SOE director's administrative assistant, Ms. Gardner has been instrumental in the development and implementation of SOE operational procedures that facilitate the work of the staff and faculty and provide fair treatment of all personnel as the SOE has developed over the past seven years.

She is driven by her head and her heart and the result is always constructive, functional, and viewed as positive from all parties involved. SOE's success over the past seven years clearly is attributable to Ms. Gardner's contributions. She has created the standard for professionalism and commitment among the entire organization. Serving education programs for more than 30 years, Paulette exemplifies professionalism, dedication, intelligence, practical sense, generosity, and good will.

