

## *Staff Employee of the Week*

### **Jim Richardson**

**NAME:** Jim Richardson

**JOB TITLE:** Employee Administration Manager

**HOME DEPARTMENT:** Human Resources

**COLLEGE OR VP AREA:** Vice President for Administrative Services

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

**NOMINATED BY:** Rich Charles

**VIRGINIA TECH HIRE DATE:** February 14, 2000



### **SUMMARY**

Jim has enthusiastically served Virginia Tech and the Human Resources Employee Administration area since February 2000. In his various roles, Jim has worked tirelessly behind the scenes conducting transactions which directly affect all University employees.

Throughout his career at Virginia Tech, Jim has demonstrated the highest levels of professionalism, ethics, and reliability. When faced with adversity, he has responded proactively to ensure transactions are completed accurately and within established deadlines. During stressful times, Jim remains calm, cordial, maintains his keen attention to detail, and continues to provide exemplary customer service. Jim is flexible, adapts to an ever-changing environment, and continuously seeks ways to introduce improvements in the way we conduct business. Many of Jim's process improvement initiatives have led to the elimination of paper documents, improved operational efficiencies both localized and University-wide, and enhanced customer service at every level of the institution.

Jim is not only highly admired on campus; he is a valued colleague in HR. According to Kirk Wehner, Executive Director for Total Compensation, "Jim is a great listener; he is very patient and will provide both advice as well as an opportunity to learn. He was a great help to me when I first started working at Virginia Tech and continues to be an invaluable resource. I consistently hear

these same comments from others that interact with Jim whether they are employees here at Tech or one of his external customers.”

Jim’s dedication, service, and commitment make Virginia Tech a better place for all who work here – past, present, and future.