

## *Staff Employee of the Week*

### **Carolyn Ratcliffe**

**NAME:** Carolyn Ratcliffe

**JOB TITLE:** Business Manager

**HOME DEPARTMENT:** Assistant Vice President for Finance

**COLLEGE OR VP AREA:** Vice President for Finance and CFO

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

**NOMINATED BY:** Lisa Wilkes

**VIRGINIA TECH HIRE DATE:** March 10, 1976



### **SUMMARY**

Carolyn manages the business and budgetary functions for the Office of the Assistant Vice President for Finance and conducts numerous budgetary analyses, and processes the budgetary transfers for all of the finance and administrative units of the university.

Carolyn began her career at Virginia Tech in 1976 and began working as the Executive Secretary for the Vice President for Finance in 1985. In 1997, she was promoted to Fiscal Technician Senior in the Office of the Executive Vice President and Chief Operating Officer, a position that soon evolved into her position as Business Manager.

She is a true "model" employee. She serves as a daily mentor to many individuals within Burruss Hall and across the university. Her depth of university knowledge is invaluable to the role she has within her office as well as the Office of the President. Carolyn provides assistance and counsel to fiscal officers and business managers in several of the university's senior management areas and is always willing to help those who call with questions or are in need of assistance. She has worked with many offices over the past year to identify cost savings measures as a way to improve administrative efficiencies and assist with the university's overall budget reduction. She willingly takes on additional work to help the office and the university, whether or not it neatly falls within her "business manager" role. She is a true asset to her department and the university.