

Excellence in Administrative Support Award 2023



Vicky Tan, Career Center

It is with great pleasure that I nominate Vicky for the Excellence in Administrative Support Award. Vicky's remarkable dedication to her role in the Career Center overseeing the logistics and administrative processes for our complex department has been nothing short of extraordinary.

Vicky manages an array of programs, grant budgets, and mini grants, all designed to seamlessly integrate career development into the college experience, a feat akin to balancing a dozen programs all at once. Her ability to juggle these responsibilities is a testament to her exceptional organizational skills.

Moreover, Vicky embodies the spirit of teamwork and collaboration, qualities that have always been at the heart of Student Affairs. She consistently works with her colleagues to ensure that our career services meet their objectives and guarantee the utmost satisfaction of our students, alumni, faculty, staff, and employers. She fosters a supportive environment where everyone can reach their full potential.

Vicky is indeed a star, shining brightly! Anyone who meets her comments on her professionalism and "can do" spirit. Her dedication, resilience, and unwavering commitment to the betterment of our students, staff, and educational institution deserve recognition. Like Harry Potter (our University Staff Assembly Halloween Contest group costume!) I believe she embodies the values and qualities of service, hard work, helping others, inclusion, and planning that make her truly magical in her contributions to our community.

Vicky Tan is an integral part of the Career Center Team. She is a consummate professional in all administrative duties and then goes above and beyond her expectations to support all her teams. During our meetings, she is always attentive and eager to learn as much as possible. Her positive attitude is greatly appreciated. Also, when her department is short-staffed, she takes on extra work to keep the office moving forward. Great Job Vicky! You are a great asset to your team!

Excellence in Administrative Support Award 2023 Nominees

- Shannon Brown, Disability Access Center
- Angela Clay-Parker, New Student Orientation
- Eric Espejo, Student Service Center
- Corrine Hall, Admissions & Outreach
- Ana Uribe, Strategic Student Support Programs (SSSP)
- Sarah Whitford, Financial Aid & Scholarships