



July 24, 2018

**Justification for rating of Exceptional for
Administrative Assistant 4 in the College of Liberal Arts.**

Ms. [REDACTED] frequently performs duties above and beyond the regular duties of her job.

- She stays after 5:00 nearly every day
- She takes on organizational duties in the office such as coordinating space use and helping students with problems and issues unrelated to the College.
- She has taken the lead in the Banner transition and became the office expert in Banner, learning procedures first and then teaching others in the office and in the College. She has taken the lead in mastering Cornerstone and helps to instruct others in the office, and other administrative assistants in the College, in using this software.
- She assisted in the creation of a guide to the complex process of faculty hiring that was adopted by the Provost's office as a University-wide document.

In summary, Ms. [REDACTED] performed duties above and beyond the regular duties of her job.

Sincerely, [REDACTED]