



Department of Mathematics & Statistics

February 19, 2022

Austin Peay State University Faculty Senate
Staff Service Award Selection Committee
601 College Street
Clarksville, TN 37044

Dear Selection Committee:

We write with great enthusiasm to nominate Mrs. Jamie Gaither for the annual APSU Staff Service Award. The Mathematics and Statistics department is a wonderful place to work because of the many talents of Mrs. Gaither. She has been with our department for more than two years and consistently demonstrates exceptional organization skills, keeps us in line with university policies and works hard to make sure both faculty and students in the department have everything they need to be successful. Add to this her superior positive attitude, kindness, and compassion, and you will find a person exceedingly worthy of the Staff Service Award.

Jamie manages paperwork with ease, and is the most efficient and eager person we know. She approaches each task with a smile and a willing spirit, serving as a great face to the public. Jamie meets every deadline, seeks clarification when needed, and takes initiative when appropriate. She eagerly seeks to help with whatever is needed, going above and beyond what is expected of her position and is respected by everyone in the department. She is friendly and warm to all faculty and students. She proudly serves both our department and our university. Some specific examples of how Jamie excels in this position are:

- To maintain the interview schedule of a new candidate, she prepared three different expense reports with different mileage since we didn't know exactly where the candidate departed from. Then, when they stopped by to fill out the expense form, three were already printed and she only had to select the correct one for a signature. She was also very helpful in making hotel and other travel arrangements. When a snow storm extended the stay of one candidate, she took the lead to contact the hotel and extend the reservation and stayed in contact with the candidate to offer any assistance they might need.
- Jamie helps with the organization and ordering of supplies for two annual mathematics contests that bring hundreds of middle and high school students to our campus. Her organization and efficiency helps the faculty organizers immensely.
- Jamie is always the first to start entering our schedules into ARGOS for the next semester(s) and is extremely accurate in the process. Few errors, if any, are ever made.
- Jamie eagerly seeks to help faculty submit travel expenses and quickly jumps in to help when issues arise.
- Jamie demonstrates a deep knowledge of the university policies and procedures, and guides us accordingly.
- Jamie never complains about the many tasks she has and always offers to provide more help if needed.

It is impossible to describe all of Jamie's achievements in a one-page narrative, but she is appreciated by our department in so many ways. We thank you for considering her for this award. In our opinion, she rises to the top, above all others, in terms of her service.

Respectfully,

Dr. Jennifer Yantz

Dr. Audrey Bullock

Dr. Marylu Dalton

Dr. Rebecca Darrough

Dr. Jackie Vogel

Dr. Samuel Jator, Chair