



February 22, 2011

Dear Selection Committee:

I am writing to strongly recommend Ms. Kim Giles for your advertised position. I met Kim shortly after arriving at Elon University nine years ago. During that time, she has been the Program Assistant for the departments of biology, chemistry, and physics. These three departments house over 40 faculty members, many more than most program assistants handle at other institutions. Kim handles this heavy load with deftness, grace and never a complaint.

Through my work on faculty committees, I have had the occasion to work with program assistants in departments across Elon's campus. Each time, I find that while these other assistants are certainly appreciated within their departments, few of them seem to have the confidence, technical expertise, or networking skills that Ms. Giles possesses. When I needed to create a University-wide budget report, Kim knew exactly how to process the necessary documents that perplexed her peers. When I needed to generate student enrollment reports, Kim knew exactly how to access our university database to make them. When Kim doesn't have the answer to a problem I have, she always knows whom to call to solve things and does so immediately. It is for these reasons and other that Kim was named Elon University's Staff Member of the Year in 2005.

I am extremely confident that you will be as delighted to work with Kim as I have been. She is an amazing assistant. She will certainly be missed in our science building and will be extremely difficult to replace.

If you have any questions, please don't hesitate to contact me by email at acrider@elon.edu or by phone at 336-278-6268.

Sincerely,

Dr. Anthony Crider
Chair, Department of Physics