Julie Gutierrez

*Outstanding Achievement in Leadership/Professionalism*

Julie Gutierrez, Administrator for Department Operations, manages the clinical administrative support team that provides support for the clinical faculty in the AMP, LGM, and NP divisions.

In her role, Julie is responsible for hiring, training and development of the administrative staff, prioritizing and assigning work assignments, and managing the daily administrative operations of the clinical divisions. Julie has done an exceptional job in this role. She has provided opportunities for her staff to develop through attending training courses in Excel and Administrative Certification classes offered through Human Resources.

Julie is the first person to step up to the plate when work needs to be done, and she willingly gives her support across all areas of the department. Julie has mobilized her team to contribute to trainee and faculty recruitment efforts, supported Trainee Research Day, provided staffing to support clinical laboratories, facilitated office moves for faculty and staff, and supported department-wide events such as the Holiday Party, Year-End, and Welcome Dinners.

During the COVID-19 pandemic, Julie’s work has been essential to maintaining clinical administrative operations. Julie worked tirelessly to move administrative staff to remote work, provide essential onsite staffing, distribute masks and hand sanitizer, and fill in any support gaps due to staffing shortages.

In addition to her impressive work ethic, Julie is a caring and considerate leader. She routinely provides emotional support to her staff through calls and texts and social events such as monthly birthday breakfasts for her team. Julie represents compassion, dedication, and commitment in her leadership and we are truly grateful.