



# Student Employee of the Year

It is time again to recognize those students who do so much for us! The Career Services Office is pleased to announce the annual Student Employee of the Year Award. This award recognizes the outstanding work done by our student employees here at USCA. The winning employee will receive a \$250.00 gift certificate from the USCA Bookstore.

## Nomination Guidelines

1. Must be a currently enrolled student.
2. Must be employed at the same department for at least one semester.
3. Deadline for nominations is April 1.

## Procedures for Student Employee of the Year

Nominations may come from any supervisor or faculty/staff member within the department for which the student works. One individual can nominate up to two students.

Nominated Students Name

Nominator Name

Nominator's Department

Nominator's Extension

In the space provided below, please provide reasons why you believe this student qualifies for the student employee of the year award. Include how the employee has shown the following characteristics:

- Diligence and initiative in their work
- Cooperation with co-workers, students, etc...
- Reliability and dependability at work

**Remember to keep nomination letter to 250 words or less.**

Nominees will be notified by the awards committee and asked to submit a statement that includes:

- a. Their current job responsibilities.
- b. What they believe are their strongest contributions to their job.

The Student Employee Award Committee will consist of three members appointed by the Director of Career Services. Award Committee Members cannot be from any department represented by a student nominee. Winners will be announced in April. For additional information, contact the Career Services Office at 3440.