

**2010 Service Assistant of the Year Award  
Graduate Student Association  
Office of the Graduate School  
Deadline: March 25, 2010**

The Service Assistant (SA) of the Year Award recognizes one outstanding SA who has contributed significantly to the productivity and growth of MSU through service. A monetary award and a commemorative plaque will be presented at the annual Graduate Student Association Awards Banquet on April 13, 2010. The recipient of the Service Assistant of the Year Award will not be eligible for re-nomination until three years have lapsed.

**Criteria for Nomination**

- Must be a current graduate student with the title of Graduate Service Assistant for the Summer 2009, Fall 2009 and/or Spring 2010 term(s)
- Must have demonstrated a high level of productivity
- Must have an exceptional reputation for performing duties and responsibilities effectively, efficiently and in a highly professional manner

**Nomination Guidelines**

- **Completed nomination packet must be submitted to the Office of the Graduate School by noon on March 25, 2010 (*Nomination packets will not be accepted after the deadline*)**
- **If nomination materials are received from faculty or staff, administrative heads are responsible for nominating one SA from their unit**

**Content of Nomination Packet (Checklist)**

- ☐ Nomination Form
- ☐ Letter from the administrative head in support of recommendation of the nominee for the award
- ☐ Letter composed by nominee accepting the nomination
- ☐ Nominee's resume or curriculum vitae

**All nominees and nominators should plan to attend the GSA Awards Banquet on April 13, 2010 at 6:00 pm in the Griffis Boardroom at the Palmeiro Center.**

**2010 Graduate Service Assistant of the Year  
Nomination Form**

Nominee: \_\_\_\_\_ Net ID: \_\_\_\_\_

Nominee's Degree/Major: \_\_\_\_\_

Department/Office/Unit of Service Assistantship: \_\_\_\_\_

Nominator (*Must be MSU Faculty/Staff*): \_\_\_\_\_

1. How long have you had the opportunity to observe the nominee as a graduate service assistant?

\_\_\_\_\_

2. Rate the nominee's qualifications as a teacher:

**5 = Excellent   4 = Good   3 = Average   2 = Fair   1 = Poor   N/A = No Basis for Judgment**

\_\_\_\_\_ Ability to assist

\_\_\_\_\_ Availability

\_\_\_\_\_ Knowledge of skills

\_\_\_\_\_ Turn-around time

\_\_\_\_\_ Attitude toward colleagues

\_\_\_\_\_ Attitude toward supervisor

\_\_\_\_\_ Other \_\_\_\_\_

3. What distinguishes the nominee from other SAs such that he/she should receive this year's Service Assistant of the Year Award? Please attach a separate sheet with your comments.

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_