

TO: PSU Faculty and Staff, (Please circulate to other staff members for consideration)
FROM: Mindy E. Cloninger, Director
DATE: January 7, 2019
RE: **30th Annual Student Employee of the Year Award**

We are excited to announce that Pittsburg State is celebrating our 30th Annual *Student Employee of the Year Award*. National Student Employment Week, April 14-20, 2019. With many students employed yearly, we ask that you help us recognize and reward their valuable services to the University. Amongst them are exceptional student employees that make an outstanding contribution to your office. You can honor your student's hard work by nominating him/her for this award. Mark your calendars for the ceremony held on April 8, 2019!

2018-2019 STUDENT EMPLOYEE OF THE YEAR GUIDELINES

Nomination Procedures

To nominate your student for this award:

- 1) Visit Career Services webpage: careers.pittstate.edu, click on "Faculty and Staff" and "Student Employee of the Year Nomination"

Click on "**Nominate your Student HERE**" and fill out the form by February 13, 2019.

Eligible Students

- Any undergraduate or graduate students who are on student employee payroll, and that serve in an official student employee position (Graduate Assistants excluded).
- Students who graduated in December 2018 can be nominated as long as they meet the eligibility requirements.

Eligible Terms of Employment

Students must have been employed for a minimum of 3 months full-time or 6 months part-time between June 1, 2018 and May 31, 2019 (anticipated).

Selection Criteria

Students will be evaluated on the following qualities:

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution (*Deciding factor in case of a tie*)

<p>The online nomination form must be submitted to Kim Hull in the Office of Career Services at 202 Horace Mann no later than Wednesday, February 13, 2019!</p>
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