



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 3, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-48

Distributed via Campus Email

To: University Faculty and Staff

From: Mary Lee Hodge
Vice President of Business Affairs

Re: 2009-2010 National Student Employment of the Year Nomination

The Student Employment Office (SEO) at Prairie View A & M University (PVAMU) was selected as one of the recipients of the 2009/2010 Student Employment of the Year Award Scholarship to promote and recognize the excellence of our student employees at the University. The National Student Employment Association (NSEA) declares a full week in April as National Student Employment Week. National Student Employment Appreciation Week offers our University the opportunity to focus on those students attending college and displaying excellent performance and work ethics in their workplace. This year, National Student Employment Week will be held from April 12th through April 16th. NSEA supports and promotes student employment through research, publications, professional development opportunities and encourages open exchange of information.

Prairie View A & M University will recognize one student worker as a runner up and select one finalist. The selected finalist's name will be submitted to NSEA to compete among all nationally honored student employees submitted to the NSEA.

Nominations may be made for any student worker currently enrolled and registered for at least 6 credit hours and working through the Student Employment Program. Student workers should be nominated based on impeccable work performance in their department. The criteria for impeccable work performance includes student workers who demonstrate all or majority of the following competencies: (1) dependability, (2) effective customer service, (3) problem solving and decision making, (4) ability to communicate with others, (5) initiative and, (6) sound judgment and accountability.

We encourage faculty and staff to submit nominations within their respective department. However, please note students cannot nominate themselves or another student for this award. Departments are expected to submit at least one nomination no later than **February 15, 2010** to the Manager of Student Employment, Ms. Lason Hines, via email at lahines@pvamu.edu or via fax at (936)261-1734. The nomination form can be found on the student employment website at <http://www.pvamu.edu/pages/1949.asp>. The nomination form, along with the student worker's job description, and a letter of recommendation (one page limit) should be included when submitting the nomination. A selection committee comprising of 2 staff members and 3 students will review and evaluate the nominations. The two campus winners will then be notified on March 8, 2010 by the Student Employment Office.

Please join the Student Employment Office in commending our outstanding student employees for all their efforts throughout the year. Nominate your student worker for 2009/2010 Student Employment of the Year!