



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 7, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY19-19

Distributed via Campus Email

To: Faculty & Staff

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: **2018-2019 Student Employee of the Year Nominations**

The Student Employment Office has implemented the Student Employee Appreciation Week program to recognize the hard work of all student employees who have contributed to the mission of Prairie View A&M University. The Student Employee Appreciation Week to be held in between April 14 – April 20, 2019 ends in the Student Employee of the Year Award.

This memorandum is a call to all supervisors to nominate an outstanding student worker to compete for this award. Supervisors are strongly encouraged to submit nominations for deserving student workers (Work Study Assistants, Student Hourly Assistants and Graduate Assistants) from within their respective department.

Student workers should be nominated based on impeccable work performance in their department that demonstrates all or majority of the following characteristics: **reliability, quality of work, initiative, professionalism**, and the **uniqueness** of the student's contribution to the department. Supervisors are requested to elaborate on each of these attributes in the nomination form.

A committee comprised of a cross-section of University leadership around campus will review and evaluate the nominations. The committee members will rank the nominations using the attributes listed above as a guide. The Student Employment Office will announce the Graduate and Undergraduate Student Employee of the Year winners on **March 8, 2019** and will honor them, along with two finalists for each category and their supervisors, during the 2019 Student Employee of the Year Luncheon in April.

The selected Graduate and Undergraduate Student Employee of the Year winners will be submitted to National Student Employment Association to compete among all nationally honored student workers submitted to the National Student Employment Association.

Departments are requested to submit at least one nomination no later than **February 22, 2019**. The nomination form is located on the student employment website at <http://www.pvamu.edu/hr/student-employment/seaw/>.

Eligible nominees must meet the following criteria:

- Currently enrolled and registered for at least six credit hours
- Worked a minimum of 6 months between June 1, 2017 and May 31, 2018

Please join the Student Employment Office in commending our outstanding student workers for all their contributions and efforts throughout the year by submitting their nomination for 2018/2019 Student Employee of the Year!