April 10, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-57
Distributed via Campus Email

TO: Faculty, Staff and Students

FROM: Corey Bradford
Vice President for Business Affairs

RE: Student Employment Week: April 14-18, 2014

National Student Employment Week is an opportunity for colleges and universities across the nation to recognize the contribution of their student employees and the contribution their student employees make in the organization, the community and beyond. PVAMU will celebrate National Student Employment Week by recognizing and rewarding our student employees, as well as provide an open forum for discussion of student employment and career-related issues.

Student Appreciation Week offers our University the opportunity to focus on student employees who display excellent work performance and ethics in the workplace. This week is an excellent platform for employing departments on the campus to engage in positive, uplifting and encouraging activities with their student employees. Supervisors are encouraged to plan activities that show appreciation for their student employees.

During this period, the University will also present the Student Employee of the Year Award. One student will be recognized as Student Employee of the Year and two-runner ups will also be selected. Supervisors may nominate one student worker for this award, by submitting a 350-500 word essay. Examples of submitted essays at other institutions may be found on the student employment website.

The selection committee will consist of an SEO and HR representative alongside the SEO/SGA senator, SEO student employee and a student employee volunteer. Eligible nominees must meet the following criteria:
Length of employment - 2 full semesters (excluding summer)
GPA - 2.5 or higher
Hours per week: Average of 15 hours or more

Additional information pertaining to Student Employment Appreciation Week is provided on the calendar of events listed below and is available at [http://www.pvamu.edu/studentemployment/student-employment-appreciation-week/](http://www.pvamu.edu/studentemployment/student-employment-appreciation-week/). If you have any questions or need additional information, please do not hesitate to contact Student Employment Office at 936-261-1794.
### Schedule of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Event</th>
<th>Details</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14, 2014</td>
<td>Mimic Your Boss Monday</td>
<td>Students will use their own interpretation of their boss' style to imitate them</td>
<td>Daily Give-Away¹ Photographer</td>
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<tr>
<td>April 15, 2014</td>
<td>Trendy Sock Tuesday</td>
<td>Students and staff are encouraged to express their personalities through creative socks</td>
<td>Daily Give-Away² Photographer Panther Reporter</td>
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<tr>
<td>April 16, 2014</td>
<td>Dress for Success Wednesday</td>
<td>Students and staff will wear their best business apparel to start Student Employee Appreciation Week. Student would be given the opportunity to take their picture with your supervisor*</td>
<td>Photographer Panther Reporter</td>
</tr>
<tr>
<td>April 17, 2014</td>
<td>Casual/Spirit Thursday</td>
<td>Students and staff will show school spirit, wearing PVAMU apparel and jeans; School administrator are encouraged to attend if schedule permits</td>
<td>Panther Reporter DJ/Music Daily Give-Away³ Photographer Finger foods Beverages⁴ Student Employee of the Year Awards Certificates Gift Cards</td>
</tr>
<tr>
<td>April 18, 2014</td>
<td>Good Friday (Student Holiday)</td>
<td></td>
<td></td>
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</tbody>
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¹ Keychain  
² Lanyard  
³ T-Shirt  
⁴ PVAMU Branded Water