

The Student Employment Recognition programs begin at the institutional level and move on to district, regional, and, in some cases, national recognition. Each year, the Northeast Association of Student Employment Administrators looks to supervisors and students at colleges across the Northeast to nominate student employees and supervisors who they feel are especially worthy of recognition based on their performance on the job.

Supervisor of the Year

Students may nominate supervisors whom they feel warrant particular recognition for their performance on the job. In your letter of nomination, please describe the accomplishments of the nominee which you feel qualify him/her to be considered for Supervisor of the Year recognition. Your letter of nomination must be limited to two pages. Nominations will be judged on the abilities of the supervisor, specifically: integrating students as members of the staff, guidance and mentoring, initiative, and alignment with mission of college/department. By including information and examples about the following areas, you will likely be touching upon the selection criteria.

- The nominee's efforts to provide student employee(s) an opportunity to demonstrate responsibility and to feel like part of the staff.
- The nominee's actions that encourage the use of initiative, academic background and/or skill sets of the student employee(s) they supervise.
- The way the nominee provides a quality/challenging work environment.
- How the nominee establishes a work environment which encourages access, direction, and/or a mentoring role.
- The opportunities provided for the student to make meaningful contributions to the mission of the department or institution.

To be eligible for consideration, supervisors must be nominated by an undergraduate student. The nominee must have supervised the work of at least one student employee for a minimum of six months part-time (or three months full-time), during the selection period, and must be employed by the institution or have a formal student employment relationship with the school. For 2024, the selection period is for work performed from June 2023 through May 2024. Student employees working as supervisors are not eligible for consideration through the Supervisor of the Year program, though they can be nominated for the Student Employee of the Year program. Supervisors of all student employees are eligible for consideration.

Nomination Packet

For your nomination to be complete, please submit the following items:

- Campus Nomination Form
- Letter of nomination (two-page limit)

Please note that additional materials such as a second letter of recommendation or performance evaluations will not be considered at the district or regional selection level. The information you provide may be shared with the public through press releases and other promotional opportunities.

**SUPERVISOR OF THE YEAR
CAMPUS NOMINATION FORM**

Institution Information	Supervisor Information
Name of Institution:	Name of Supervisor Nominee:
Name of Student Nominator:	Department:
Local Address:	Department Address:
Phone Number:	Phone Number:
Email Address:	Email Address:

This is a regional competition which begins at the institutional level. If your supervisor is chosen as the institutional Supervisor of the Year, his/her nomination form will be forwarded for consideration as the Northeast Region Supervisor of the Year. The information you provide may be shared with the public in mediums such as news articles and the like.

Attach your letter of nomination (two-page limit) to this campus nomination form and return it to the address below. Nominations that do not include both items (the campus nomination form and the letter of nomination) will not be considered.

Please return completed form to:

Heather Dunn
Dickinson College
dunnh@dickinson.edu

Deadline: February 23, 2024
