# To: All Creighton Supervisors

From: Therese McGrath, Creighton Student Employment Office

Subject: C.U. Student Employee of the Year program

Date: February 05, 2016

Once again, it’s time to start thinking about giving recognition to the many fine Creighton undergraduate student employees who give us their time and talents, usually for modest financial rewards.

The Student Employment Office is sponsoring the 24th annual *“C.U. Student Employee of the Year”* program. I invite all Creighton supervisors to nominate an undergraduate student worker(s) in your department to receive a special “*thanks*” from the University for their contributions on the job. All nominees will receive a letter of commendation from the University President.

The student chosen for this distinction will have lunch with a University Vice President, who will present him/her with a $1000 Creighton scholarship and an inscribed plaque. The student’s name will be added to a commemorative display on the “Wall of Distinction” at the Student Center. The 2nd and 3rd ranked students will each receive a $250 scholarship. These are the eligibility requirements:

1. Full-time undergraduate student, Federal Work Study or University Employment, currently working for Creighton University.
2. Currently employed in your department on a part-time basis. Length of employment must be a minimum of six months between July 1, 2015 and the present date.
3. Students will be evaluated on the following criteria:

**RELIABILITY**

**QUALITY/ QUANTITY OF WORK**

**INITIATIVE**

**PROFESSIONAL ATTITUDE**

**INTERPERSONAL SKILLS**

**UNIQUENESS OF CONTRIBUTION**

Enclosed is the official nomination form. Copy it as necessary and **circulate it among your department staff**. Nomination forms can also be obtained at <http://www.creighton.edu/studentemployment/studentemployee/index.php>.

Only one nomination form will be considered for each nominee. Each department should choose one staff member to complete and submit the nomination form, although there can be multiple signatories. Departments may nominate as many eligible students as they wish. The deadline for submission is March 04. Selection will be made by an in-house committee and the winner will be announced in April.

Please support this effort to recognize the value of your outstanding student employees. Share this information with other department supervisors in your area. Submit your nominees no later than March 04 to:

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***Prior Recipients and employing departments:***

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| **Danielle Aruda –** School of Pharmacy HP 2015  **Thomas Murdock –** Internal Audit 2014  **Xuchyll Ann Roman –**Undergrad Admissions 2013  **Sheila Field –** Student Support Services 2012  **Elizabeth Boos –** Fine and Performing Arts 2011  **Joy Chaput –** Career Center 2010  **Jake Webb –** Student Centers 2009  **Carolyn Pfeifer –** School of Medicine 2008  **Kathryn Welsh –** Residence Life 2006  **Bettina Hamilton –** Reinert Alumni Library 2005  **Sean Kelly –**Dept of Information Technology 2004 | **Leanne Vigue –** School of Pharmacy HP 2003  **De Ann Kaster –** Athletics 2002  **Mandi L. Johnson** – Kiewit Hall 2001  **Josh Capp** – Information Technology 2000  **Luke Pella** - Arts & Sciences Dean’s Office 1999  **Keith Baynes** - Bone Metabolism 1998  **Amy Melvin** - Microbiology 1997  **Len Tanaka** - Pharmacy School 1996  **Trina Fortunato** - Campus Recreation 1995  **Jennifer Oborny** - Occupational Therapy 1994  **Anne Cooley** -Exercise Science 1993 |