2023 Student Employee of the Year Nomination Process

The Student Employee of the Year (SEOTY) process begins with supervisors nominating outstanding student employees. Four students from each region will be recognized at the national level.

To be eligible for consideration, student employees must be **undergraduate students in an Institutional Employment or Federal Work Study position**. Graduate Assistants and Teaching Assistants are ineligible for Student Employee of the Year.

# All submissions must contain the following two documents to be considered a complete nomination:

1. Supervisors will nominate students by submitting a letter **(2 page maximum)** with the following requirements:
   1. Briefly describe why you are submitting this student for recognition.
   2. Briefly outline your student employee’s accomplishments over this past year and/or how they have contributed to the workplace.
   3. How does this student exhibit NACE competencies in their position? Please provide specific examples. (See attached Career Readiness guide)
   4. Closing statement.
2. Supervisors will submit a cover letter with the following information:
   1. Student Name
   2. Student Email Address
   3. Supervisor Name
   4. Supervisor Email
   5. Student Job Title
   6. Department where student position is held
   7. Indication if you are a 2 or 4-year institution

# Once the institutional nomination processes have been completed. The Student Employment Office will submit the winner to the Regional Contest.

# Submit nominations to [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) by mid-night February 17,2023.