



2018
SEOTY

Student Employee of the Year

Nominations for SEOTY are due to the
Student Employment Office
by **Friday, February 16th, 2018!**

Wartburg College
Student Employee of the Year 2018
Contest Rules

In conjunction with the National Student Employment Week celebration (April 9th-15th), the Student Employment Office will be holding the “2018 Student Employee of the Year” contest. This contest is being held to recognize the outstanding contributions and achievements of students who work while attending college.

The rules of the contest will follow the guidelines set by the Midwest Association of Student Employment Administrators. The Student Employee of the Year recognition program begins at the institutional level with the potential to move forward and compete at the state, regional, and national levels of competition.

Eligibility

In order to be eligible for nomination, student employees must have been employed through the Wartburg College Student Employment program a minimum of six months part-time between June 1, 2017 to May 31, 2018 (anticipated).

All student employees are eligible for nomination regardless of Federal Work-Study eligibility.

Nomination Process

Supervisors are encouraged to nominate student employees in their department whom they feel warrant particular recognition for their performance on the job.

Supervisors wishing to nominate a student employee in their department for the Student Employee of the Year contest must complete a “Nomination Form.” Please note that materials in addition to the nomination form will not be considered.

Nomination forms are available in the Student Employment Office (Luther Hall 212), on the Student Employment website, and have been emailed out to current student employee supervisors.

All nominations for the SEOTY contest are due to the Student Employment Office (Luther Hall 212) by **Friday, February 16th.**

Nominations will be judged on the following characteristics: **Reliability, Quality of Work, Initiative, Professionalism, and Uniqueness of the Student’s Contribution to the Employer.**

The nomination form is broken down into multiple sections:

- **Student Employee's Job Title and Brief Job Description** (100 word limit)
- **Attributes** (350 word limit) – Provide an example that demonstrates the nominee's greatest attributes and how these attributes enhance their contributions to the position.
- **Expectations** (350 word limit) – Provide an example of how the nominee goes above and beyond the expectations listed in their job description.
- **Leadership/Style** (350 word limit) – Provide an example of how the nominee's leadership skills, initiative, or style helped to improve how your department functions. Describe the quality of the nominee's work style and how their style of work is well suited for your department.
- **Impact** (350 word limit) – Provide an example of the positive impact the nominee has had to your department, campus, or community.

The information you provide may be shared with the public through press releases and other promotional opportunities.

Selection Process

All nominations will be reviewed by a diverse panel of Wartburg College personnel and a campus winner will be selected.

Awards

The winning campus nomination will receive a certificate and congratulatory letter from MASEA as well as qualify to be entered into the Iowa SEOTY contest, with the possibility of advancing to the regional and national SEOTY contests.

All campus nominations will receive a certificate and be recognized during National Student Employment Week.

Timeline

