



MISSISSIPPI STATE UNIVERSITY™

THE GRADUATE SCHOOL

2018 Graduate Service Assistant of the Year Award

Graduate Student Association and The Graduate School

Deadline: March 12, 2018

The Graduate Service Assistant (GSA) of the Year Award recognizes one outstanding GSA who has contributed significantly to the productivity and growth of MSU through service. A monetary award and a commemorative plaque will be presented to the winners at the annual Graduate Student Association Awards Banquet on April 9, 2018 Mize Pavilion at the Hump. Past recipients of the Graduate Service Assistant of the Year Award will not be eligible for re-nomination until three years have lapsed.

Criteria for Nomination

- Must be a current graduate student holding the title of Graduate Service Assistant for the Summer 2017, Fall 2017 and/or Spring 2018 term(s) Must have demonstrated a high level of productivity
- Must have an exceptional reputation for performing duties and responsibilities effectively, efficiently and in a highly professional manner

Nomination Guidelines

- Completed nomination packet must be submitted to the Office of the Graduate School by 5:00 pm, March 12, 2018 (Nomination packets will not be accepted after the deadline)
- **Administrative heads should be responsible for nominating only one GSA from their Unit**

Content of Nomination Packet (Checklist)

- **Nomination Form**
- **Letter of support from the administrative head**
- **Letter of acceptance of the nomination from the nominee**
- **Nominee's resume or curriculum vitae**

All nominees and nominators should plan to attend the GSA Awards Banquet on April 9, 2018 at 5:30 pm. The Mill Conference Center.



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Nomination Form

Nominee: _____ Net ID: _____

Nominee's Degree/Major: _____

Nominee's Advisor: _____

Department/Office/Unit of Service Assistantship: _____

Nominator (*Must be MSU Faculty/Staff*): _____

1. How long have you had the opportunity to observe the nominee as a graduate service assistant?

2. Rate the nominee's qualifications as a Service Assistant:

5 = Excellent 4 = Good 3 = Average 2 = Fair 1 = Poor N/A = No Basis for Judgment

_____ Ability to assist

_____ Initiative

_____ Understands expectations

_____ Turn-around time

_____ Attitude toward colleagues

_____ Attitude toward supervisor

_____ Other _____

3. What distinguishes the nominee from other SAs such that he/she should receive this year's Service Assistant of the Year Award? Please attach a separate sheet with your comments.

Nominator's Signature: _____ Date: _____