



# MISSISSIPPI STATE UNIVERSITY™

## THE GRADUATE SCHOOL

### **2017 Graduate Service Assistant of the Year Award**

**Graduate Student Association and The Graduate School**

**Deadline: March 13, 2017**

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 March 30, 2017, 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 2016, Fall 2016 and/or Spring 2017 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 13, 2017 (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 March 30, 2017 at 5:30 pm. The Mize Pavilion at the Hump.**



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**2017 Graduate Service Assistant of the Year**

**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: \_\_\_\_\_