



MISSISSIPPI STATE UNIVERSITY™

THE GRADUATE SCHOOL

2019 Graduate Service Assistant of the Year Award

Graduate Student Association and The Graduate School

Deadline: March 22, 2019

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, 2019, location TBD. 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 2018, Fall 2018 and/or Spring 2019 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 22, 2019 (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, 2019 at 5:30 pm. Location TBD



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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: _____