**Southern Association of Student Employment Administrators**

**This form must be typed or it will be returned.**

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| **Academic Institution** |  |
| **Student Nominee / ID number** |  |
| **Local Address** |  |
| **Permanent Address** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Nominee’s Job Title** |  |
| **Length of Employment** |  |
| **Nominee’s Job Description** **(use extra page if necessary)** |  |
| **Name of Nominator** |  |
| **Campus Department** |  |
| **Nominator’s Phone Number** |  |
| **Nominator’s Email Address** |  |

Please attach a separate **Nomination Letter** describing the accomplishments of the nominee that you feel qualify him/her to be considered for Student Employee of the Year. Where possible, cite reason(s) for nomination. Please address the following attributes when writing your letter: **reliability, quality of work, initiative, attitude, professionalism, and uniqueness of contribution.** Make the Nomination Letter or attached form as comprehensive as possible in order to give your nominee the best chance to win this award.