2025 Student Employee of the Year Nomination Process

The Student Employee of the Year (SEOTY) process begins with supervisors nominating outstanding student employees.

To be eligible for consideration, student employees must be **undergraduate students in an Institutional Employment (IE) or Federal Work Study (FWS) position or a graduate student in a FWS, IE, or Graduate Assistantship (GA).**

# All submissions must contain the following two documents to be considered a complete nomination:

1. Supervisors will nominate students by submitting a letter **(2-page maximum)** with the following requirements:
   1. Briefly describe why you are submitting this student for recognition.
   2. Briefly outline your student employee’s accomplishments this past year and/or how they have contributed to the workplace.
   3. How does this student exhibit NACE competencies in their position? Please provide specific examples. (See attached Career Readiness guide)
   4. Closing statement.
2. Supervisors will submit a cover letter with the following information:
   1. Student Name
   2. Student Email Address
   3. Supervisor Name
   4. Supervisor Email
   5. Student Job Title
   6. Department where student position is held

# Submit nominations to [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) by midnight on March 1st, 2025.