

*Interoffice Communication*

February 9, 2012

TO: Fiscal Officers/Supervisors of Student Employees  
FROM: Sharon Berry, Director of Student Financial Aid  
Sally Mullen, Associate Director  
RE: National Student Employee Week

**Please respond by February 24**

April 9-15, 2012 has been declared National Student Employee Week by the National Student Employment Association (NSEA). During this week, we encourage you to join us in celebrating the accomplishments and contributions of our student employees, as they are a vital part of the success of our University. Consider some of the following ideas as ways to recognize and express thanks to your student employees:

- Take your student employees to lunch or bring in lunch;
- Recognize your student employees in departmental publications;
- Place an ad thanking your student employee in *The Alestle*;
- Create a photo display or bulletin board recognizing your student employees;
- Host a reception in honor of your student employees;
- Wear buttons recognizing your student employees; or
- Change your departmental phone message to recognize your student employees.

In addition, we invite you to nominate one of your student employees for SIUE Student Employee of the Year. A nomination form can be printed from [www.siu.edu/studentemployment](http://www.siu.edu/studentemployment) for your use. Please attach one letter describing the accomplishments of the nominee. Make the letter as comprehensive as possible to give your nominee a chance to win this award. To be eligible, a student must be employed for a minimum of six months between July 1, 2011 and June 30, 2012 (anticipated).

All nomination forms must be received by the student employment area no later than Friday, February 24 (end of day). Late nominations will not be accepted. After committee review, one student will be selected to be Student Employee of the Year for SIUE. The winner will be announced during National Student Employee Week and will have his/her name and nominating letter sent to the state competition.

If you have any questions concerning this, please call x2563.