

Nomination Form: Student Employee of the Year  
Please fill in the fields below to nominate your candidate.

*TIP - Compose the text in another application and paste into the text box.  
Please be concise. See example form at the [SEOY website](#).  
All fields must be filled in except "additional comments".*

Nominator Information Nominee Information

Job Description

Please summarize (or paste) the student's current job description below.

Because of his abilities and overall reliability, Georgi performs many different positions in the ATC, whereas most of the other student staff members have lesser, more specific roles. Since he performs several activities in our department, there is not a specific job description for him. Here is a list of his activities, here, in the ATC:

- Audio/Visual assistant - provides support to faculty and staff who have A/V needs for their classes, meetings and special events. Activities would include delivering, setting up, and breaking down various types of equipment, such as LCD projectors, laptop computers, video cameras, and microphones, at a variety of locations on campus. Additional work may include assisting with A/V needs in the electronic classrooms and conference rooms.
- Classroom maintenance – Inspect electronic classrooms, to make sure equipment works, the work areas are clean, and all the instructions are in place. Report equipment problems to staff
- Front desk support - This position covers a variety of tasks within the department. The position provides front desk coverage for a 2 hour continuous block of time to cover ATC staff lunches and/or evening hours (4:30-6:00pm, Monday-Thursday). General office support and assistance with equipment check-in and check-out is also included. Primary skills required include a high level of dependability, good customer service skills, and the ability to make judgments about when to ask for additional assistance. This is a high visibility position and good manners and interpersonal skills are essential to success in the position. Manage multiple line telephone, including use of hold, transfer, and direct voice mail functions. Requires excellent verbal skills and interpersonal skills.
- Production Assistant - works with faculty and staff in the production of distance learning technologies and related multimedia production support. Duties include studio and/or remote camera operation, audio board operation and lighting.
- Reimaging computers – Georgi regularly assists with reimaging laptops in the office, but during this recent winter break, he helped reimage and install computers in the classroom.

Attributes

Provide an example that demonstrates the nominee's greatest attribute and how this attribute relates to the job description listed above.

Georgi is exceptionally reliable, which is critical to the services that we provide the WPI community. He takes each task seriously and puts in the time, energy, and effort to complete his assigned duties. Once

we ask him to assume a particular responsibility, we are always confident he will follow through and complete his assignment successfully. To give you an example, the Business School had a Saturday event in October, in several conferences rooms that required A/V set-ups. Georgi came in extra early to set-up and test the equipment in all the rooms. Several presenters had last-minute technology requests that Georgi addressed in a professional and successful manner. Our customer, Gina Betti was exceptionally pleased with Georgi's efforts, and she commented on what tremendous help and support he gave her. While this was one specific occasion, this is commonplace for Georgi as he provides reliable and thorough support each and every time.

### Expectations

Provide an example of how the nominee goes above and beyond the expectations listed in their job description.

Georgi comes in early and stays late if necessary to complete a task or project. He dedicates himself fully to every duty or task he is assigned, and consistently provides a quality product or service. Even when Georgi has been assigned a menial or insignificant task, he never complains, and always give us his best effort no matter what we ask him to do. What makes Georgi stand out from the other student staff members with regards to expectations is not only does he give us 100% effort, but if he has questions regarding the task, or has identified a better way to do things, he doesn't hesitate to speak to us. And he does everything with a smile.

### Style

Describe the quality of the nominee's work and work style and how their style of work is well suited for your department.

Frequently, because we have so many projects and activities going on at the same time, in order for us to be successful, we need to learn how to multitask on a regular basis. Georgi has adapted well to this style of effort in our department and can himself manage his time and efforts to handle more than one task. Georgi is very observant and can pick-up new technologies easily. He is quick to offer his assistance whenever he sees that we need help. A particular quality that I do not see often in student staff members is that he is very proactive in his efforts. Whenever he has completed an assigned task or project, he asks members of the department if they have work that he can help with. And it doesn't matter about the nature of the work, for as I mentioned earlier, Georgi puts in the same great effort regardless of what he is assigned. Georgi is equally proficient and eager whether he's helping with filing or if he is working one-to-one with an important customer. No job great or small is beneath Georgi's desire to help and his excellent work ethic.

### Leadership Skills

Provide an example of how the nominee's leadership skills, initiative, or motivation helped to improve how your office functions.

Georgi is so thorough in his efforts that once I assign him a task, I know and trust it will get done, which gives me the opportunity to concentrate on other activities. Georgi's motivation and initiative stands out among the 100+ student staff members that I've worked with over the years. Although we know Georgi is a student, we consider him a full-fledged staff member because of his personality, abilities, willingness to help, and perhaps above all, his desire to help us meet and reach our goals. Georgi is willing to do any task, great or small, and his overall contributions help us to be a more effective and customer service-focused department.

### Impact

Provide an example of the positive impact the nominee has had to your department, campus, or community.

Georgi is one of the most pleasant persons, young or old that I've had the pleasure of working with. He takes a genuine interest in the staff and fellow students. Georgi is very well liked and respected and has developed strong relationships not only with staff members but also several staff and faculty, many of whom are customers. Frequently, we receive positive feedback from our customers on how helpful Georgi was with their meeting or class, which pleases us.

### Qualities

Provide an example of how the qualities of the nominee set him/her apart from other student employees.

Two qualities come to mind that I've addressed elsewhere in this nomination form. Georgi has tremendous initiative and is always looking for more work to do once he's completed his given task or responsibility. Georgi will even go from office to office asking staff members if he can help them in any manner – truly remarkable. Most student staff members need to be told or reminded to work, whereas Georgi looks for a need then fills it. The other quality that truly stands out is Georgi takes a true and genuine interest in other people. For a young man, Georgi is incredibly sensitive, selfless, compassionate, and a great listener. I also believe that Georgi has the best manners of any student that I have ever worked with. Georgi is a real pleasure to work with.

### Additional Comments

Georgi fits in very well with all the staff and student staff members. Not only do we appreciate his efforts here, in the office, but we receive positive feedback from our customers regarding the work he performs. Georgi is always respectful and courteous to all that he comes into contact with. Georgi is a tireless, selfless, student staff member, and it is my pleasure and honor to nominate him!

If you would like to expand on any of the topics listed above or add more information about why you candidate should win, please do so here.