

Outstanding Administrative Support Award

This award recognizes an administrative support staff member who has made extraordinary contribution to the College of Agriculture through their respective position. This award is intended for nominees in positions such as: Senior Administrative Assistant, Administrative Assistant, Program Assistant, Office Manager, Outreach Coordinator, Account Clerk, Research Associate, Research Assistant, etc.

Eligibility

Any full-time permanent College of Agriculture staff member who has been employed for at least two years. Staff members who have won the award within the past three years are not eligible.

Nominations

Individuals may be nominated by any Tennessee State University employee. Self-nominations are also allowed. The winner will receive a monetary award of \$500.

Award Criteria

- A. Outstanding Achievement on the Job-actions that constitute performance beyond expected standards, such as:**
 - a. producing high quality and quantity technical work over an extended period of time
 - b. giving extra effort to complete or assist with an assignment or handle a heavier workload
 - c. volunteering for and working on special projects
 - d. serving on a committee and contributing to its success

- B. Exceptional Contributions toward the Effectiveness and Efficiency of Operations-actions that contribute to the maximum utilization of departmental resources, such as:**
 - a. integrating information or equipment for more effective/efficient use
 - b. developing new work methods that reduce waste or stretch resources
 - c. eliminating unnecessary actions or steps for delivering service
 - d. making creative suggestions that save time and money

- C. Outstanding Service to Other Employees or Visitors-actions that are especially helpful or make a good impression on other, such as:**
 - a. doing things for others that are beyond job requirements
 - b. performing in an exceptionally courteous and cooperative manner

Deadline

All nominations and supporting materials must be submitted to Elease W. Jolley (ejolley@tnstate.edu) by Friday, March 15, 2019.



College of Agriculture

OUTSTANDING ADMINISTRATIVE SUPPORT AWARD

NOMINATION FORM

Nominee's Name _____

Date _____

Title: _____

Phone #: _____

Reason for Recommendation

Nominated by: _____

Phone #: _____

Title: _____

Email: _____

Nomination Requirement Checklist:

- Nomination form
- Three letters of support (one must be from the nominee's immediate supervisor)
- Must be submitted to Elease W. Jolley (ejolley@tnstate.edu) by Friday, March 15, 2019