Highlander Student Leadership Awards
Outstanding Student Staff Member

Award Description:
Over the years, student employees have made valuable contributions to NJIT. Often these employees manage full-time academic schedules and participate in campus activities in addition to working part-time. The commitment these students make in balancing the responsibilities of work and school deserves special acknowledgement. This award recognizes a student who exceeds supervisor expectations set forth in the job description and goes above and beyond the required responsibilities. This person demonstrates growth of competency in 3 or more the following areas:

- Reliability
- Initiative
- Adaptability
- Professionalism
- Disposition/Attitude
- Quality of Work
- Uniqueness of Contribution
- Ability to Juggle demands of work, school and student involvement

Criteria:

- 2.5 Cumulative GPA Minimum for Undergraduate students/ 3.0 Cumulative GPA Minimum for Graduate students
- Employed during this academic year.

Restrictions

- Applicants may not reapply for this award if they previously won in prior years.

Award Application Instructions:

- Fill out this form completely (only typed applications will be accepted).
- Please send via email to StudentLeadership@njit.edu By Monday, March 21, 2016

**Note:** You should receive a confirmation email from a staff member within 72 business hours of your submission.

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>ID Number:</th>
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<tbody>
<tr>
<td>Email Address:</td>
<td>Class Standing:</td>
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<tr>
<td>Employment Location:</td>
<td>Title:</td>
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Name of Person Submitting Letter of Recommendation (1-page)

**Note:** You are responsible to notify the person submitting your Letter of Recommendation of the due date. Letters should be 1-page max, and be sent to StudentLeadership@gmail.com. Applications will not be considered if all materials are not submitted.

<table>
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<tr>
<th>Name:</th>
<th>Department:</th>
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<td>Email Address:</td>
<td>Role (ex. Supervisor):</td>
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Questions: Please answer each of the following questions to the best of your ability. Remember your answers will be reviewed by committee members who may know little or nothing about you. Your answers
should be thorough and clear. Please type your answers underneath each question. Do not exceed 2 pages total.

1. Please tell us about your current job and your duties.
2. Please share how you’ve gone above and beyond in your job duties. Please provide examples.
3. Please share how your place of employment has contributed to your leadership skills.
4. Please identify three of these qualities listed above, and provide evidence of growth and competency.
5. In 300 words or less, please describe why you are the best candidate for this award.
6. Please attach a Letter of Recommendation endorsing you for this award (1-Page Maz) or have the person send it via email to StudentLeadership@njit.edu

Agreement Statements:
Please initial below next to each statement confirming your understanding of these expectations.

___ I understand that by submitting this application, I must attend the Highlander Awards ceremony on Thursday, May 5, 2016 (Reading Day) at 3:30pm in the Campus Center Atrium.

___ I understand that if I can no longer attend the Highlander Awards, I will notify the planning committee at StudentLeadership@njit.edu

___ I understand that if I win the award, my photo will be taken and used for the NJIT website and Facebook page for the Campus Center.