



EMORY  
COLLEGE  
OF ARTS AND  
SCIENCES

Office of International and Summer Programs

February 16, 2017

It is with pleasure and deep respect that we are pleased to nominate Cathy Kyung M. Kim for the Emory Student Employee of the Year award.

Ms. Cathy Kim has held several positions in our office and we first hired her for our student worker marketing position last year. Cathy came to our office to interview for the initial position, while still a student at the Oxford College Campus. From the beginning, starting with the interview, we noted that Cathy treated the opening and opportunity with professionalism. She came prepared to the interview with examples of her marketing work, and she took time to develop a mock-up of marketing ideas specific to our program. We were notably impressed, as applicants for full-time employment are often not as prepared as she was.

As Cathy embarked upon her duties in the marketing arena for our summer programs office, she truly helped us capture what was happening on campus, via social media. Many Pre-College students want to see what it is like on campus before they apply and since Cathy is a student, familiar with both Oxford and Emory, she was able to help our Marketing Coordinator see and create content that students want to see and in which they are interested.

This past summer (2016), Cathy applied, and we again hired her for the comprehensive 8-week paid internship, which we offer in our summer programs office. During these 8 weeks, the intern is expected to work at least 20-30 hours per week. Cathy's experience as Marketing Assistant to our Summer Program's Marketing Specialist made her an excellent choice for this internship, which included duties related to her marketing experience (Instagram, Facebook, Graduation slide shows, Pre-College videos).

As Cathy began the Pre College internship, she continued to present herself as a resourceful and energetic self-starter with the ability to manage multiple priorities and work autonomously; Cathy's skill set, her intelligence, her detailed organization and her enthusiasm proved to make her an invaluable member of our Summer Programs College team.

Cathy's tasks this past summer were many and included creating detailed Check-in rosters before each 2-week sessions (there were three, 2-week session of @150 students per session). In addition, she was responsible for the following tasks:

- Creating course rosters with room numbers and course locations
- Double-checking programming calendars before each 2-week session
- Assisting staff in setting up Six-Week student Orientation
- Updating handouts
- Overseeing Check-In preparations (which included: ensuring orientation folders were ready; ensuring copies of all check-in handouts (parking, taxi info, schedules, etc.); ensuring appropriate check-in signage (campus and table); ensuring set-up and delivery of all materials)
- Reviewing and preparing information for commuter students for each of the 3 Check-in mornings
- Preparing programming handout for all students;
- Acting as liaison between Faculty and RA staff.
- Taking photos and videos for posting on social media

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Cathy also assisted with end of session preparations, which included:

- Delivering and collecting packets with course evaluations and certificates to/from course RAs
- Assisting with certificates and programs as needed
- Creating and assisting with agendas for each 2-week graduation
- Ensuring that RAs distributed and collected end of session evaluations on night before each 2-week program session end
- Coordinating Dooley Awards selections for each 2- week Session.

In addition to the aforementioned responsibilities, Cathy's regular responsibilities during the 6-week Pre-College Program included attending daily Residence Life staff meetings. Cathy instituted the regular record keeping of the minutes for these meetings. She attended the all-day Check-In on the 3 Sundays assigned. Cathy took video and photos as needed during the Pre- College Program and other Summer Programs and assisted with other Summer Programs office tasks as needed. She had daily and consistent contact with Pre- College program participants, Residence Life and Summer Programs staff. Cathy was also asked to prepare a debriefing/transition document at the end of her internship with us, a task which she fulfilled in a very timely and informative manner.

Cathy's ability to juggle ALL of these detailed tasks and responsibilities was astounding. Her timeliness, patience, calm yet decisive demeanor, her insights, and above all, her passion for learning and caring was deeply appreciated and impressive. To say she was and continues to be a positive role model for both the prospective Emory students and her colleagues would be an understatement.

It bears mentioning that Cathy is an international student, a non-native speaker of English, who has mastered her English Language Proficiency to the highest point. Cathy is truly bilingual; a critical skill necessary for the effective communication success she has achieved with her work for our office.

When Cathy started working in our office, she was so excited about continuing her junior and senior years at Emory College/Goizueta Business School. She has since successfully navigated three different schools during her undergraduate career, and is currently a senior in the BBA program.

In summary, Cathy is a committed and hardworking individual who takes responsibility seriously. She was able to prove this throughout the summer and this past year. A true team player, she completes her tasks in a timely and responsible way AND consistently contributes her time and effort in a truly collaborative manner. Cathy's unparalleled dedication, creativity, intelligence and commitment to whatever she undertakes certainly distinguishes her amongst her peers. We were very lucky to have her work with us this summer and even luckier that she continues to be a crucial part of our office again, this academic year. It is indeed a pleasure to nominate such a dedicated and hardworking individual, for this award.

Sincerely,

  
Ursula Spitzer  
Assistant Director  
Office for International and Summer Programs

Sara Jackson Wade  
Associate Director  
Office for International and Summer Programs

Latoria Spencer  
Marketing Specialist  
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