



February 5, 2020

Haley Grissett

Administrative Student Assistant | Turman Hall & Hamilton Holmes Hall

To Whom It May Concern:

I would like to enthusiastically recommend Haley Grissett as a candidate for the Emory Student Employee of the Year. In her position as my Administrative Student Assistant, Haley has been employed under my supervision from August 2018 until the present. Haley's character traits such as enthusiasm, open-mindedness, and positivity make her an irreplaceable part of our Residence Life team. More than this, her high standard of work, professionalism and communication, and her creativity and initiative are absolutely unmatched. Haley has impacted the experiences of our residents tremendously through her ability to ask big questions, create big follow-through and remain student-focused in all of her endeavors.

First, Haley's character traits and working style demonstrate her commitment to go beyond the scope of a traditional student assistant role. I listed a few of Haley's character traits above as including enthusiasm, open-mindedness, and professionalism. All of this to say that Haley is exceptionally self-motivated in her attitude about the job. There are many parts of the student assistant role that might be seen as mundane, such as tracking the administrative progress of the performance of Residence Life staff. There are also many parts of the student assistant role that are more creative in nature, such as the creation and distribution of our weekly newsletter. Regardless of the task, Haley embraces both with an attitude of understanding and drive. I have never had to reach out to Haley for updates on her task completion in any of the areas of her job, as Haley completes tasks efficiently, knowing that her role plays a part in a bigger picture of our team. More than her internal drive, Haley's delivery of results is consistently high-quality and engaging. For example, in her roles of administrative tracking, Haley has created color-coded excels of complete or incomplete tasks of Residence Life staff for quick review by myself as the Complex Director. The excels show me which residents we are missing for 1:1 conversations, which programs are left incomplete by staff members, and even include pictures of our creations or programs throughout the document. Secondly, Haley has created a residential newsletter that is engaging and based upon resident feedback. The newsletter is organized in a way that our building residents have quick-scrolling access to the programs in our hall, our contact information, and any updated campus-wide events.

Secondly, Haley has had a tremendous impact on the department, campus and Emory residential community through her ability to consistently remain student-focused. This particular lens of being student-facing is something that Haley incorporates into all visions of her role. For example, within our building newsletter, Haley created a section called "Resident of the Week" in which Turman and Hamilton residents can nominate one another for being featured in the next week's issue. We now have regular submissions every week, which allow readers to continually engage in our newsletter. More than this, Haley took on the initiative in creating a building program in December titled "Candy Cane Connection" in which residents can nominate other students to receive a candy cane and small note during the December Holidays. Although a seemingly small act, this program started by Haley has had more than 200+ nominations this December across all first-year halls.

I recommend Haley without hesitation for recognition as the Emory Student Employee of the Year. Please reach out if you would like additional information, and I would be happy to further commend her work and personal skill set.

Nichole Baillargeon, M.Ed.

Emory University

Complex Director | Residence Life

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Student Employee of the Year Campus Nomination Form

Nominee's Name: _____

Nominee's Job Title and Brief Job Description (330 character limit):

In the space provided below, please provide examples of the nominee's reliability, quality of work, initiative, professionalism and uniqueness of contribution. (1200 character limit for each category)

Reliability:

Quality of Work:

Initiative:

Professionalism:

Uniqueness of Contribution:

You may provide additional information on this nominee on a separate sheet. (2 page limit)

Name/Title of Nominator: _____

Department: _____

Date: _____