

# **Craig D. Traub Student Employee Scholarship 2024-25 Application**

## **Criteria for Eligibility**

Candidates applying for Craig D. Traub Student Employee Scholarship must meet the following criteria:

- Minimum 3.0 cumulative grade point average.
- Appropriately word-processed application sent to the Scholarship Committee, Auxiliary Services, Room 507 Culkin Hall. The Committee must receive the application no later than March 18, 2024.
- Be a current employee of Auxiliary Services and have worked a minimum of 120 hours with Auxiliary Services at the time of the application deadline of March 18, 2024.

## **Criteria for Selection**

Candidates will be evaluated according to the following:

- College involvement
- Work record
- Academic performance

## **Awards Presentation**

Recipients of the sixteen Student Employee Scholarships will be notified during the spring semester. Recipients will receive \$500 at the end of the spring semester.

The Auxiliary Services Scholarship Committee is comprised of members of the Board of Directors; students, faculty, alumni, and administration.

Application forms are available at the following website:

<https://www.oswego.edu/auxiliary-services/accounting-and-administration>

## Application

Please include on a separate sheet of paper the following information:

- 1) Name
- 2) Student Identification Number
- 3) College Address
- 4) Home Address
  
- 5) List extracurricular activities with which you are involved, including the name of the organization, any offices you've held, and special accomplishments. Also include the date(s) you were involved with any organizations.
  
- 6) In a well-organized 200-word essay, respond to the following question: "How has your employment with Auxiliary Services benefitted your academic experience?"
  
- 7) Another item to include with this application is a letter of recommendation from a faculty member who can attest to your academic performance.
  
- 8) The attached recommendation form should be given to your manager who should send the completed form directly to 507 Culkin Hall to be included with your scholarship application.
  
- 9) In addition, please sign the attached statement giving the Scholarship Committee authorization to verify your grade point average with the SUNY Oswego Registrar for the purpose of determining eligibility. Be sure to include it with your scholarship application.

Did you remember to?

- Include your name, student identification number, college and home addresses?
- List your extracurricular activities?
- Include the essay?
- Include a letter of recommendation from a faculty member?
- Request that your manager fill out and submit the Manager Evaluation?
- Sign the statement giving the Scholarship Committee authorization to verify your GPA?

I hereby authorize the Auxiliary Services' Scholarship Committee to verify my grade point average with the SUNY Oswego Registrar for the purpose of determining eligibility for the Student Employee Scholarship.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_



# Craig D. Traub Student Employee Scholarship Manager Evaluation

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

**Characteristic:**

**Attendance:**

Punctual, Locates a qualified sub in advance, if unable to work a scheduled shift.

Above Average

Average

Below Average

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Flexibility:**

Willing to accept different job assignments. Generally accepts additional shift assignments when asked.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Customer Service:**

Friendly, enthusiastic and responds to customer requests. Demonstrates respect for our customers.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Teamwork:**

Willing to help others, both student and non-student staff. Takes initiative.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Manager: \_\_\_\_\_

(Signature)

Date: \_\_\_\_\_

(Print)