

**2013-2014 Student Employee of the Year Winner**  
**Emily Grigone – Office of Study Abroad**

1. Describe the job or basic responsibilities of the nominee:

Assist with design and editing of brochures, promotional materials, and publications for the OSA, under the supervision of the Outreach Coordinator

2. Tell how this student exhibited reliability beyond your expectations:

Emily has far exceeded anyone's expectations, and we had high expectations. Her direct supervisor, the outreach coordinator, began in July and had limited experience in graphic design. Just a few months later, with Emily's assistance, we are getting ready to launch new branding for all of our brochures and materials. Emily wrote a Creative Brief to help guide us through this process. To do this, she has spent hours researching, brainstorming, and designing. She has had very little direction or guidance during this process, and continues to produce beautiful work that surpasses the needs of our office. She is leading our re-branding efforts, and everyone from the Director to the Program Coordinators to our faculty partners has praised her work. In addition, our two major publications, an alumni newsletter and a UDK magazine, were in dire need of a face-lift. Emily conceived and developed three publications for this. Each one included original artwork and excellent design work. These publications were traditionally the responsibility of the Outreach Coordinator, but Emily took them on and impressed all of us with her work. Throughout the semester, Emily has worked extra hours to meet tight deadlines without complaint. Her dedication to her work also extends to her friends, colleagues, classwork, and volunteer projects. In our office, she remains calm, pleasant, and optimistic despite frustrations and rigorous academic requirements. When needed, she has stepped up to give presentations or do class visits, and she's always happy to help in anyway. She recently spent an hour giving a presentation to middle school students at the Boys and Girls Club, and afterwards the organizer contacted us to tell us what a great job she did. This is all in addition to her actual work responsibilities: maintaining more than 150 Study Abroad program brochures. These brochures are used to educate KU students about their study abroad opportunities, and they are crucial to the success of our office. Emily's hard work, amazing design skills, and creative vision are integral to the success of our outreach efforts, and I am sure that we would be lost without her.

3. Describe the outstanding quality of work and service excellence of your nominee:

Emily's graphic design work is outstanding in every way. She's often given ambiguous assignments with no precedent and is able to create something entirely new that is functional, attractive, and engaging. She works with six program coordinators, a marketing coordinator, and the Director to develop publications, and despite having so many people to report to and collaborate with, she remains positive, helpful, and creative

4. Give details of a time in which your nominee showed extraordinary initiative:

When we created our first major publication, the Jayhawks Abroad, we chose a new format and new content. Emily took responsibility for designing the publication. She had only a few days to design and edit it due to a quick turnaround time. Emily designed original artwork for the cover, created a beautiful design, and put in extra hours to complete it by the deadline. In addition, Emily's immediate supervisor was busy with other projects and left on a business trip on the day the project was due, so Emily took responsibility for the project. Her work was well-received and left everyone impressed, and she showed amazing dedication to the project. This all happened within the first three weeks she started working for the Office of Study Abroad. It would be an understatement to say that her work and dedication has only improved since then. She also researched and wrote a creative brief to re-brand our marketing materials. This work far exceeded her assigned duties in the office, and she wrote it and presented it on her own initiative. It now serves as the basis for all of our re-branding efforts.

5. How does this employee's attitude exceed your expectations?

Emily is always positive, supportive, and creative within our office. She regularly proposes new ideas to make our outreach more functional. She also inspires the other student workers. They admire her work and frequently compliment her. Partially because of her example, the staff have high expectations of all the student staff, and her fellow student workers are often inspired to work harder on their assignments.

6. How does this employee display exceptional professionalism in his or her duties?

Emily approaches her work as a professional in every way. She comes in to the office on time, proposes new ideas, keeps herself on tasks, asks for new assignments when she finishes her work, stays organized despite numerous requests and on-going projects, and is willing to work on her days off to complete a task.

7. What unique contribution has this employee given to your department?

Creative, beautiful design work and a creative vision that will be the basis of all of our marketing for the foreseeable future. She has given us focus and energy for the future.