

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Brandon Prather-Huff/Jacinta Jargo

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Kelly Flinn

Supervisor/s Email: kelly-flinn@uiowa.edu

Department: Center for Conferences & Institutes

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

I am emailing in to nominate my supervisor in the University of Iowa Center For Conferences, Kelly Flinn, to be the Supervisor of the Year.

Kelly's role in the department is the Director (our website still needs to get updated in this regard), and as such her responsibilities are extremely spread out and numerous, which makes her attention to the students working in the office even more worthy of positive repute.

Kelly has one of the warmest and welcoming personalities you can find, and truly concerns herself with the wellbeing of her student workers in most every facet of their lives. Throughout the training process for a new hire, while it is not her responsibility to do the training itself, she comes up to the area where the students work and checks in, seeing if there are issues that have come up and teaches the students how to address them, immediately establishing herself as a supportive character in our minds. This action of checking in on us when not explicitly prompted is something that really demonstrates just how much she cares about her students.

In addition, Kelly is always willing to help students with their lives outside of the office, whether this is providing a wise older opinion on relationships, counseling a student who is grieving a loss (death in the family, pet that passed away), or just empathizing with the concerns of a college student and allowing us that chance to be heard. Kelly has done all of these things and so much more.

In the context of providing professional development, job skill development, and connecting academics to work. Kelly has done more for me personally than I could've realistically wished for prior to being under her wing.

I am a management student at Tippie, but I plan to get a masters in architecture after I finish my bachelors here at Iowa. Kelly saw my aptitude for design right out of my interview, and soon after I was hired pulled me aside to have a conversation about what I want to do professionally, seeing the oddity of me pursuing a business degree now, while being so personally passionate

about design. Kelly (and the other supervisors) created opportunities thereafter for me to apply my skills in drafting, planning, and design to the betterment of our department.

As an example of both Kelly's aspiration to be very caring for the students, and as an example of her creating opportunities for me to develop my skills in regards to architecture. When Kelly was promoted to the position of Department Director she had the goal to make the back room of the office, where the director and head coordinator have their cubicles, much more of a communal and welcoming location. In its previous state it had 6 foot high walls on both of the cubicles, with filing cabinets taking up much of the remaining real estate in the room, and hard artificial lighting everywhere but the cubicles. She wanted to make this location more welcoming for us, so she gave me the task of figuring out how redesign the room to fill out a set of criteria she had, among which was bringing in more natural light to the communal area, opening up the cubicles so they didn't isolate their occupants from the other workers, and giving people a reason to come into the back other than to rifle through the filing cabinets.

To allow me to accomplish this Kelly and the other supervisors prompted our IT department to install some 3d modeling software on one of the student computers, and got me the necessary materials to draft and model the office area to scale. After consulting the occupants of the back office and running through potential layouts for their personal work area I built up a plan for making the back area meet Kelly's criteria, including creating a computer animated 3d draft of the layout so people could gauge exactly how it would feel to have these changes be made. Among these changes that are currently being implemented are waist height walls, moving the coffee/rest area to the back room, creating a friendlier asymmetric cubicle layout designed with the interests of the occupants in mind, and reorganizing the flow of people around the office as a whole.

The process of consulting with a customer, creating multiple iterations of a product and presenting those, drafting, and modeling the final fruit of my labors is a process that I will go through many times in my intended profession. Kelly's recognition of my attributes in that

regard, and subsequent creation of a role for me to have so that I could exercise these skills was extremely valuable to me, and the gratification of seeing my minds work come to fruition is very touching. Kelly was also instrumental in encouraging me to apply for schools in my intended field and checking in weekly to see how those applications went.

Kelly has set a new standard for supervisors I have, and her devotion to developing and caring for all attributes of her students' lives has positively impacted me more than I would've ever thought. She deserves recognition for her blissful presence, and for that reason I hope you earnestly consider my nomination for Kelly Flinn of the University of Iowa Center for Conferences to be the Supervisor of The Year.

-Brandon Prather-Huff

24 March 2017

Dear Selection Committee:

It is my honor and privilege to nominate Kelly Flinn and Kaite Johnson for the University of Iowa's Second Annual Supervisor of the Year Competition. Kelly Flinn is the Director and Katie Johnson is the Conference Coordinator both at the Center for Conferences. Kelly and Katie share the responsibilities of supervising a team of six to eight students, this allows for a welcoming, inclusive environment, but more importantly a refuge from the stress of school.

I started working at the Center for Conferences in September 2014 and I cannot imagine what my college experience would be without them and the office in my life. I am confident that without Kelly and Katie, I would have transferred to different schools and would not have become the confident young female professional that I am. Reflecting on my four years at the University of Iowa, the linchpin moment was the day I accepted my position as Administrative Assistant at the Center for Conferences. The environment of collaboration and team work allowed me to feel valued on campus and shortly thereafter I started to feel like I belonged on campus. I joined multiple student organizations and later would embrace multiple leadership positions.

I am not the only student who has been positively impacted by Kelly and Katie's supervision – in fact, all the students currently working at the Center for Conferences grow each day in the office due to their encouragement and expectations. Additionally, Kelly receives emails from student's who have graduated four years ago, providing her with life updates. Katie has been working at the Center for Conferences for two years and students who graduated last May still feel confident in being able to turn to her for advice. This is a testimony of the impact personally and professionally that these amazing women have on the lives of students.

Since Katie and Kelly have assumed the role of student supervisors in March of 2015, one area they have dedicated time and energy in is providing training, coaching, and professional development opportunities to students. They started this process by attending Supervisor School and continue to apply new techniques to accommodate for the different learning styles of their student employees. For example, Katie is regularly monitoring how different students learn and process information to then create new tools or processes that will allow each student to be more successful at their job. In the fall of 2016, all the Administrative Assistant student employees attended a STEP program at the encouragement of Katie and Kelly. Together, they hold one-on-one performance reviews with all student employees – something I am unaware most student employees have. The purpose of this conversation is to be a gentle introduction into the real world, but also provide a two-way feedback communication channel. From this open dialogue, I received one of the greatest challenges I've been faced here at The University of Iowa becoming the Team Lead where I am a peer supervisor and assistant to the office manager. During my year and a half in the role, I have initiated different process improvements, hired four student employees, and have become the front-line liaison for the department. In February/March, I had the great honor of being asked by Katie and Kelly to be a student representative on the department search and hiring team for the new Administrative Services Specialist.

Since the Center for Conferences is a conference logistical planning service for educational and professional development courses, we, as students, are encouraged to express interest in attending some of our clients' conferences at a reduced or free rate to allow us an opportunity to learn and network with professionals. During my time at the Center for Conferences, I have attended two Fundraising and Philanthropy Forums, Iowa Women Lead Change and have been able to engage with professionals while working multiple conference registrations.

If students in the office are not interested in attending conferences, Katie and Kelly are willing to cater to their individual roles providing them with a constant challenge in the office. For example, I have taken on more office manager responsibilities to learn more about University procedures, policies, and regulations allowing me to speak to them during interviews. On the other hand, younger students in the office are challenged by learning basic office skills such as responding to emails and answering the main phone line. One of the most impactful professional development skills encouraged in the Center for Conferences is for the students to take initiative and make decisions. Kelly and Katie realize that all their student employees are simply that – students. Therefore, they are always willing to assist in the learning process. Several times, I have been able to take a difficult concept in the classroom and bring it into the office to understand it in a more practical manner.

In less than 50 days, I will no longer be an employee of the University of Iowa Center for Conferences. The Center for Conferences is a small space above the US Bank building in the heart of downtown Iowa City, but for me it hasn't been that in a long time. To me, the Center for Conferences represents what college is about – growing, discovering, and learning. In part to the support and encouragement of Katie and Kelly, I have learned how to professionally communicate with clients, process and track financial payments, and how to help cultivate a culture of inclusiveness. There are many memories I have from the Center for Conferences and my true feelings for Katie and Kelly are difficult to express in words.

Katie and Kelly have been a constant instrumental force in my four-years on campus. Without a question, they have helped me grow from a scared, naive girl to a confident, empowered young female. My collegiate experience began when I started working for these two inspiring, kind-hearted female role models. I am incredibly sad to be leaving the Center for Conferences upon my graduation in May, but I know that I will never lose two of the best supporters in Katie and Kelly. I also am comforted by the fact, that in my departure from the office someone new will be joining the team and can receive the love, encouragement, and confidence that I have from Katie and Kelly at the Center for Conferences. For all the reasons and above, I have never had better supervisors and believe that Kelly Flinn and Katie Johnson are two of the best supervisors on campus and therefore should be honored as the University of Iowa's Second Annual Supervisor of the Year.

Thank you for your time and consideration in reading this nomination.

With warm regards,

Jacinta Jargo

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Jacinta Jargo

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Katie Johnson

Supervisor/s Email: katelyn-johnson@uiowa.edu

Department: Center for Conferences & Institutes

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

24 March 2017

Dear Selection Committee:

It is my honor and privilege to nominate Kelly Flinn and Kaite Johnson for the University of Iowa's Second Annual Supervisor of the Year Competition. Kelly Flinn is the Director and Katie Johnson is the Conference Coordinator both at the Center for Conferences. Kelly and Katie share the responsibilities of supervising a team of six to eight students, this allows for a welcoming, inclusive environment, but more importantly a refuge from the stress of school.

I started working at the Center for Conferences in September 2014 and I cannot imagine what my college experience would be without them and the office in my life. I am confident that without Kelly and Katie, I would have transferred to different schools and would not have become the confident young female professional that I am. Reflecting on my four years at the University of Iowa, the linchpin moment was the day I accepted my position as Administrative Assistant at the Center for Conferences. The environment of collaboration and team work allowed me to feel valued on campus and shortly thereafter I started to feel like I belonged on campus. I joined multiple student organizations and later would embrace multiple leadership positions.

I am not the only student who has been positively impacted by Kelly and Katie's supervision – in fact, all the students currently working at the Center for Conferences grow each day in the office due to their encouragement and expectations. Additionally, Kelly receives emails from student's who have graduated four years ago, providing her with life updates. Katie has been working at the Center for Conferences for two years and students who graduated last May still feel confident in being able to turn to her for advice. This is a testimony of the impact personally and professionally that these amazing women have on the lives of students.

Since Katie and Kelly have assumed the role of student supervisors in March of 2015, one area they have dedicated time and energy in is providing training, coaching, and professional development opportunities to students. They started this process by attending Supervisor School and continue to apply new techniques to accommodate for the different learning styles of their student employees. For example, Katie is regularly monitoring how different students learn and process information to then create new tools or processes that will allow each student to be more successful at their job. In the fall of 2016, all the Administrative Assistant student employees attended a STEP program at the encouragement of Katie and Kelly. Together, they hold one-on-one performance reviews with all student employees – something I am unaware most student employees have. The purpose of this conversation is to be a gentle introduction into the real world, but also provide a two-way feedback communication channel. From this open dialogue, I received one of the greatest challenges I've been faced here at The University of Iowa becoming the Team Lead where I am a peer supervisor and assistant to the office manager. During my year and a half in the role, I have initiated different process improvements, hired four student employees, and have become the front-line liaison for the department. In February/March, I had the great honor of being asked by Katie and Kelly to be a student representative on the department search and hiring team for the new Administrative Services Specialist.

Since the Center for Conferences is a conference logistical planning service for educational and professional development courses, we, as students, are encouraged to express interest in attending some of our clients' conferences at a reduced or free rate to allow us an opportunity to learn and network with professionals. During my time at the Center for Conferences, I have attended two Fundraising and Philanthropy Forums, Iowa Women Lead Change and have been able to engage with professionals while working multiple conference registrations.

If students in the office are not interested in attending conferences, Katie and Kelly are willing to cater to their individual roles providing them with a constant challenge in the office. For example, I have taken on more office manager responsibilities to learn more about University procedures, policies, and regulations allowing me to speak to them during interviews. On the other hand, younger students in the office are challenged by learning basic office skills such as responding to emails and answering the main phone line. One of the most impactful professional development skills encouraged in the Center for Conferences is for the students to take initiative and make decisions. Kelly and Katie realize that all their student employees are simply that – students. Therefore, they are always willing to assist in the learning process. Several times, I have been able to take a difficult concept in the classroom and bring it into the office to understand it in a more practical manner.

In less than 50 days, I will no longer be an employee of the University of Iowa Center for Conferences. The Center for Conferences is a small space above the US Bank building in the heart of downtown Iowa City, but for me it hasn't been that in a long time. To me, the Center for Conferences represents what college is about – growing, discovering, and learning. In part to the support and encouragement of Katie and Kelly, I have learned how to professionally communicate with clients, process and track financial payments, and how to help cultivate a culture of inclusiveness. There are many memories I have from the Center for Conferences and my true feelings for Katie and Kelly are difficult to express in words.

Katie and Kelly have been a constant instrumental force in my four-years on campus. Without a question, they have helped me grow from a scared, naive girl to a confident, empowered young female. My collegiate experience began when I started working for these two inspiring, kind-hearted female role models. I am incredibly sad to be leaving the Center for Conferences upon my graduation in May, but I know that I will never lose two of the best supporters in Katie and Kelly. I also am comforted by the fact, that in my departure from the office someone new will be joining the team and can receive the love, encouragement, and confidence that I have from Katie and Kelly at the Center for Conferences. For all the reasons and above, I have never had better supervisors and believe that Kelly Flinn and Katie Johnson are two of the best supervisors on campus and therefore should be honored as the University of Iowa's Second Annual Supervisor of the Year.

Thank you for your time and consideration in reading this nomination.

With warm regards,

Jacinta Jargo

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Shawn Boursiquot

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Sarah Hansen

Supervisor/s Email: sarah-hansen@uiowa.edu

Department: VP Student Life

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

Supervisor of the Year
Sarah Hansen
Associate Vice President for Student Life
Division of Student Life
Submitted by: Shawn Boursiquot

Student Success Coordinator; Division of Student Life

Sarah Hansen. That name will forever be cherished in my heart because of the chances she took on me and growth I have experienced under her guidance. It is my hope then that I can adequately describe even half of her influence on me in the following pages.

I first met Sarah Hansen my sophomore year after my fraternity, Alpha Phi Alpha, had conducted our first ever Fire and Ice Poetry Slam. She was intrigued by the silenced but unique voices and stories that were able to be portrayed on stage, and that introduced herself and made clear her wish to create more events as such. Two years later I owe much of my success and accomplishments at this university to Sarah. From there she took the time to invite me into her office on multiple occasions to get to know more about me and where I saw myself by the time of graduation. Needless to say she saw more leadership ability in me than I even saw in myself.

After hearing about my passion for literature and my goals to create a Black literary magazine, she immediately hired me that summer to work on Black Art; Real Stories as part of our Black student retention initiative. Not only did she take my proposals seriously (that she honestly could have easily dismissed) but she trusted the sophomore from Rockland New York to run the initiative on my own and gather my own team together. She trusted me so much that she not only put her faith on the line, but agreed to fund the project. From there she directed me to various people who were able to help bring my ideas to fruition from website designs to branding, things I have never even thought of. Her hands off leadership allowed me to mature at much faster rate, and instilled in me a still growing confidence, ability to work with others, and self-motivation. These skills I carry with me not only in running BARS and other student organizations, but professionally when leading creative projects such as spoken word collaborations and especially short films. Her faith and influence on me has not gone unnoticed and is not taken for granted. However, that is not to say she ignores any needs I may have. In fact she goes the extra mile to connect me with people and resources, and has given me countless advice when dealing with people in different departments. And because of that I have been able to build a huge network here in Iowa which has led me to other initiatives and community involvement, not just on campus but within Iowa City.

Sarah has also helped me professionally by taking the time to review my resume and offer critiques on my Statements of Purpose for film school. Ironically someone not directly involved in the arts had some of the biggest impact on my overall application. Sarah was also kind enough to practice mock interviews with me and offer advice. Through these mock interviews I was even able to gain more insight to my own creative vision and my unique perspective I'm able to offer the story-telling world. And through my application process and thereafter, Sarah has continually

been involved and I believe is a big part of why I was accepted into my top choices for film school; University of Southern California (USC) and University of California, Los Angeles (UCLA). She didn't have to do any of these things, yet her investment in me is beyond that of employee and employer. I consider her a mentor and a friend who countless times has opened her home not only to me, but other students who view her in the same light. I can admit, as is my tendency with everyone, I was cautious as to how much I let her into my life. Yet she has offered so much assistance in my academic and extracurricular endeavors, celebrates my accomplishments, and is always there for me emotionally such as when I lost my best friend Iseah on November 1st of 2015. From there I knew she was someone I could most definitely trust and out of all my co-workers, perhaps who I share the most personal stories with. And believe me, that's saying a lot.

I honestly can't say enough about Sarah Hansen, and I doubt these words will do it justice. But I view her as an essential part of my life who has allowed, and is allowing the dominoes of success to fall leading the pathway to my future. And I will forever be grateful.

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Kacie Jo Dillow/Shae Millinowisch/Taryn Feller/Alisha Patel/Alana Dickerman

Student ID: Student Email:

CANDIDATE:

Supervisor/s Name: Kathy Lafaurie

Supervisor/s Email: kathy-lafaurie@uiowa.edu

Department: Academic Advising Center

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

Hi, my name is Kacie Dillow and I have been working at the Academic Advising Center as a front desk receptionist for two full years. My supervisor's name is Kathy Lafaurie and she is the most important person to me here at the University of Iowa. As I said in my dental school interview when asked about someone instrumental to my success, Kathy has been my boss, my biggest supporter, and my mother away from home. She has not only helped me become a better professional by helping me identify strengths and building on them, but she has helped me become a better person by supporting me and providing an example of who I want to be. She is kindhearted and caring, professional and diligent, and encouraging and compassionate in her every action. I have had several jobs during my time in college, including on and off-campus, but none of my past supervisors could ever hold a torch to Kathy.

Some ways she goes above and beyond to help her work-study staff are exemplified through meetings and opportunities she provides that show her investment in each one of us. Every few weeks or so we have “in-service” meetings where it is mandatory for each of the nine work study students to attend. These are an opportunity for Kathy to give important updates and announcements, provide training reminders, and address any special events or situations coming up. But Kathy takes these meetings a step further by coordinating University of Iowa resource offices, such as the Career Center, Public Safety, and Student Health and Wellness, to present to our staff. This not only shows how Kathy cares about our futures and wants us to be successful, but she goes above and beyond to bring these resources to us because she understands the many responsibilities and busy schedules we have as students.

Kathy also coordinates “one-on-one” meetings and performance evaluation meetings where we each meet with her individually during our scheduled work time. The one-on-one meetings are a way for Kathy to personally check in with each one of us to ask about classes and work and to see how much we grow from semester to semester. We set goals for ourselves in and outside of work, and these meetings help to keep us accountable to meet these goals. For me these usually include me talking to her about my next steps for applying to dental school and how my class performance is helping me get there. We talk about the stresses I am feeling along with any other issues and she helps me sort through them and gives me different ways to cope or to eliminate them. I remember thinking during my first one-on-one meeting about how much Kathy genuinely cares about me and how it is clear she wants the best for her work-study students. She also incorporates performance evaluation meetings where she can bring up strengths and weaknesses that we have shown in our work performance, and ways that we can get better from there. She is always very kind in her criticism, and tries to include a strength we have for every weakness. She also uses this time for us to identify things we have learned from work or class and how we think they will help us in our future careers. She helped me put into words that I try to address each student that comes into the AAC doors as a dental patient walking into my clinic someday, and that I always try to help them in every way possible and provide information and resources if I’m unable to. This was another thing I mentioned during my dental school interview and I would not have made that connection without Kathy’s help. Kathy makes it clear that she wants this position at the AAC to help build a foundation for our future jobs, and she accomplishes that in many ways to help us transition from student to professional.

As I mentioned before, Kathy is one of a kind in her ability to balance her work responsibilities while being so considerate of others. She has many tasks in her position, and she leads by example of how to prioritize, manage time, and give her best to complete each one effectively. I have felt so blessed to have her as my supervisor, and it has been wonderful to see how much I have grown as a person and student in the last two years knowing I had Kathy's support and encouragement along the way. Last December I was officially accepted into the University of Iowa College of Dentistry, which is a dream I have been working towards my entire time here at the University of Iowa. It is safe to say that I would not have been accepted without Kathy's encouragement, advice, and compassion that she offered during every struggle and success. When Kathy first hired me, she told me how much potential she felt I had and that she had no doubts I would be accepted into dental school, but through the last two years she has helped me realize it and believe it myself, which is something I will always be grateful for.

I truly hope you will strongly consider Kathy for this award, as this is only a small gesture recognition to how much she has done for me. Thank you for your time and consideration.

Kacie

Kacie Jo E Dillow
Human Physiology & Pre-Dentistry

I would like to nominate my boss Kathy Lafaurie! She is an amazing boss and mentor. One thing that makes Kathy so great is that she genuinely cares about her employees. She is always asking us about how school is going and what is going on in our lives. She always follows up with us after we say we have an exam to see how we did because she cares about us doing well in school. Furthermore, she holds individual meetings with us once a semester to just get to see how things are going with work and school and helping us discover ways to improve in work, school, and life. Also Kathy holds meetings for us for about an hour so that we can all be up to date on new things happening in the office and so we get to see each other. Plus, she provides yummy homemade treats at each meeting. A special thing Kathy does is hold an appreciation week for the Work Study students to show us how much everyone in the office appreciates what we do at the front desk. Overall, Kathy is a kind, caring and an amazing boss who really deserves to be recognized for all that she does.

Thanks,
Shae Millinowisch

To whom it may concern,

I am sending this email to nominate my supervisor, **Kathy Lafaurie**, for supervisor of the year. She is the front desk supervisor at the academic advising center. Here is a list of some of the awesome things she does for us every day.

- She dedicates a whole week for Work Study Appreciation to tell us how awesome we are and how much the AAC appreciates us
- She creates In-Service Meetings, not only does she provide treats, but she also reaches out to different UI resources to help us become better students and professionals (i.e. time management presentation, violent incidence, and career services)
- One-on-one Meetings
 - 30-60 min that Kathy dedicates to check up on each one of us, to make sure everything in our lives is going okay. Our success as students and people is extremely important to her and she genuinely wants to know if or how she can help us.
 - these are also used for her to discuss what we are learning from our classes and our job to make us better people and/or learn more about ourselves
 - Kathy and I typically use these meetings to see how far I have come each semester working here, and its truly remarkable to know how much she cares about my success and has been a major support system for me throughout my first year working here
- Performance Review Meetings
 - Kathy uses them as a way to help us build professionalism and experience aspects of a grown up job. One of the main goals Kathy has for us while working at the AAC is to help us become more professional and prepare us for the real world. She uses these meetings to discuss any strengths and weaknesses that she has noticed in our performance and how they can affect our professionalism outside the AAC, which is really a great opportunity
- Her overall kind/motherly demeanor
 - every time one of us walks into the office, she will greet us because she's genuinely happy we are there, which is something we all take advantage of
 - Kathy is one of the nicest, most caring bosses you will possibly ever have, and it makes our days and shifts better without us even knowing it
- Facilitating communication between us and the advisors
- Being super understanding about missing shifts/going home sick/needng extra hours

Thank you for your time and consideration. Kathy really deserves this!!

Taryn Feller

University of Iowa | College of Liberal Arts and Sciences

Nominator: Alisha Patel

Nominee: Supervisor **Kathy LaFaurie**

Department: Academic Advising Center, Pomerantz Center

Kathy is hands down the most active supervisor I have ever met. She takes time to think about how her students can succeed through their professional, academic, and personal life. Kathy provides so many tools to help enrich our knowledge with the University and ourselves. As a way to benefit us as workers and students, she sets up hour-long “in-service” meetings every month, sometimes even every week (she even makes homemade treats for us for each meeting). The “in-services” serve as a refresher to upcoming deadlines, events, and information needed to run the office smoothly. In addition to that, she began setting up meetings to help build our professional life by asking the Career Center to come and talk to us. They shared information on their resources and LinkedIn. We also had the Student Health and Wellness center and the Department of Public Safety come; and as a result, we are all Violent Incidence Trained.

Kathy also takes professional enrichment classes through the University to better help us communicate within the office and help us grow professionally. Through those classes, Kathy learned about having Performance Review Meetings. We have a 30-60 minute one on one meeting with Kathy twice every semester that kind of serves as a “get to know you better” and gives Kathy a tool to help build our professionalism. These are my favorite meetings because it is evident that Kathy truly cares about us. Our success and future goals are so important to her, and she always writes every single one of them down, big or small. She will also ask how well you are progressing toward the goal in the upcoming weeks. During these meetings we will talk about our strengths and weaknesses and possibly find solutions to them. Using this information she will ask us to connect how this job could relate to our future careers. One topic that is always covered is how we are balancing work life and school, and if there is any way she can help. It is a good feeling knowing that someone cares about your well being, outside of just family. Kathy is very understanding of any situation and the easiest person to approach.

The one thing I adore about Kathy is that she has always taken an interest to learn about my family and my culture. She loves seeing photos of recent weddings I’ve attended and the meaning behind some rituals. It really helps you connect at different level and helped me gain more respect for her. She cares for her students as if they were her own. Her motherly tips on how to sleep better or how to cook a certain food have been super helpful and shows just how much she truly cares. In fact, my mother even told me she felt at ease knowing that even 3.5 hours away, I have an amazing boss who is there for me when she can’t be. She has a huge impact on my life and I probably wouldn’t have gotten working at another office. The friendly, outgoing, and inviting atmosphere Kathy creates makes it such a great place to work for.

Alisha Patel

Director | Iowa Taqaat Dance Team

Executive Board | South Asian Student Alliance

My Supervisor Kathy Lafaurie is one of the nicest people I know and she loves her work-study students. She always tries to make us feel like we have someone to talk to about anything and always wants us to improve

Here are some of the things she does for her work study students Work Study Appreciation week:

- She dedicates a whole week to tell us how awesome we are and how much the AAC appreciates us
- In-Service Meetings
- Not only does she provide treats, but she also reaches out to different UI resources to help us become better students and professionals (i.e. time management presentation, violent incidence, and career services)
- One-on-one Meetings; 30-60 min that Kathy dedicates to check up on each one of us, to make sure everything in our lives is going okay. Our success as students and people is extremely important to her and she genuinely wants to know if or how she can help us. These are also used for her to discuss what we are learning from our classes and our job to make us better people and/or learn more about ourselves.
- Kathy and I typically use these meetings to see how far I have come each semester working here, and it's truly remarkable to know how much she cares about my success and has been a major support system for me throughout my 3 years working here.
- Performance Review Meetings; At the time, these feel like such a pain to do, but Kathy uses them as a way to help us build professionalism and experience aspects of a grown up job. One of the main goals Kathy has for us while working at the AAC is to help us become more professional and prepare us for the real world. She uses these meetings to discuss any strengths and weaknesses that she has noticed in our performance and how they can affect our professionalism outside the AAC, which is really a great opportunity
- Her overall kind/motherly demeanor; Every time one of us walks into the office, she will greet us because she's genuinely happy we are there, which is something we all take advantage of.
- Kathy is one of the nicest, most caring bosses you will possibly ever have, and it makes our days and shifts better without us even knowing it.
- Facilitating communication between us and the advisors.
- Being super understanding about missing shifts/going home sick/needing extra hours.

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Allison Persing

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Amy Lintner

Supervisor/s Email: amy-lintner@uiowa.edu

Department: University College

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

My name is Allison Persing. I am a student employee in The University of Iowa's Orientation Services Office. I hold the position of Hawkeye Guide and of New Student Outreach Staff member. I have been truly blessed through both job opportunities to work under the direction of supervisor Amy Lintner. Amy has been one of the most supportive, caring, and future-minded individuals I have been shaped by during my job experiences. I would love to explain how I know Amy Linter more than deserves the Supervisor of The Year award.

In everything she does, Amy exudes passion and professionalism. The New Student Outreach Staff was a new addition to the Orientation Services office this fall, but that didn't slow Amy down. She led our team of students to running a successful position in a growing area of campus resources. To train us for this new role Amy placed an importance on goal setting, expectations and developing her team as a group of young professionals. The accountability and structure that she helped maintain was a vital aspect in all our successes. Not only did Amy conduct herself in a professional yet relatable manner, but provided several professional development opportunities to myself and the rest of the staff. During weekly meetings Amy sets aside about ten minutes to talk about different professional development topics ranging from resume building, strengths exploration, and the importance of having a growth mindset. In addition to these conversations she provides opportunities for her staff to attend on-campus conferences and asks what concerns her staff has about our development.

Something that I appreciate the most about Amy is that she can see the big picture. I am very detail oriented and struggle to put all the pieces together like she does. Amy has taught me that we all have different areas of expertise, yet there is always room for improvement. In this way, Amy Lintner helps me to connect learning in the classroom to experiences at my job. As an engineering major, I work a lot with numbers, ideas, and teams of people. Although Amy graduated with an undergraduate degree in global health she relates to my academic experiences and provide opportunities to find a spot for my skills in the Orientation Services setting. For example, some of my tasks include synthesizing data, survey information and working in our staff as a team member to formulate ideas. Instead of ideas for prosthetic structure and mechanisms, our ideas in the Orientation environment are about student outreach. I find that my experience as a student employee on campus has been quite enjoyable because of Amy's professional approach to include and maximize every member and every strength of her staff. This is something I truly admire.

As I mentioned earlier, I often struggle with finding the bigger picture in our work projects. These projects include putting together programs for student, advertising our office through our blog, Hawkeye Hacks, and participating in the Excelling at Iowa initiative. Although I struggle, I constantly feel the support from my supervisor. Amy allows me to challenge by choice and take on projects that are out of my comfort zone. In doing this, Amy provides a low stress environment where mistakes are something we learn from together. With this freedom to learn from failure, I feel that Amy is preparing me for professional employment by giving me a space to build up soft skills that I learn under her supervision. I know that I have grown in terms of interpersonal communication this year. My biggest project at work occurred last week. Our office sponsored an event where the Student Outreach Staff provided breakfast

on the T. Anne Cleary Walkway and promoted sustainability over spring break. Amy encouraged me to spearhead this event and I did! I was able to collaborate with The Office of Sustainability, create task lists, delegate social media marketing, and other tasks to make the event a success. If I ever had a question or concern Amy was the person that I contacted and that gave me professional insight. She assisted me in terms of reserving the space and helping me find connections for resources. This is just one concrete example of my personal growth in which Amy has assisted.

Clearly I care a lot about my supervisor. Although I am very proud to work under Amy's supervision, I know that she is proud of me as a person. Amy takes the extra time to write a card for her staff members during stressful times, such as midterms week and is constantly available. Amy encourages not only myself, but every single one of our staff members to achieve exceptional goals in our academics. She supports me in my most difficult classes and is always prompt to follow up with me after I have an exam. This semester Amy has counseled one of our student staff members along his journey to choosing graduate school. Amy studied with another one of our staff members for the student's placement tests for the College of Education. Amy has been there to emotionally support student members of our team during times of great loss and hardship this semester. I don't know how she does it but even through all this Amy finds time to better herself. She ran a marathon and is continuing her education! These are all ways that Amy exemplifies the true essence of a leader and an exceptional supervisor.

I am extremely proud to work for such a zealous and inspiring young woman. For these reasons and so many more, please join me in recognizing Amy Lintner as The University of Iowa's Supervisor of The Year.

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Macy Lanser

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Josey Bathke

Supervisor/s Email: josephine-bathke@uiowa.edu

Department: Risk Management

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

Student Employment Office,

My name is Macy Lanser and I work for the Department of Risk Management, Insurance and Loss Prevention. I am nominating my supervisor, Josey Bathke, as Supervisor of the Year. Josey deserves this award because the experiences and training that she gives me every day are the most valuable out of every job that I have ever held and she fits the criteria of this award perfectly.

Josey takes me along to important meetings all the time so that I can get an idea of what a risk manager does on a daily basis. These meetings include insurance closeout meetings, building operator meetings, and several risk assessment meetings. At closeout meetings our staff and our insurance company, FM Global, inform the building management of areas that need improvement to bring down premium costs. Sitting in on these meetings allows me to experience how the insurer and the insured work together to prevent major losses from occurring. Building Operator meetings are where all of the building managers come together and discuss major issues and accomplishments on campus. Going to these meetings has allowed me to sit in on important discussions like how the power plant is dealing with a shortage of steam and possible risks that come with the shortage. The most beneficial meetings that I get to sit in on are risk assessment meetings. In these we sit down with the person or group that asked us for help on identifying possible risks and then find ways to avoid, manage, or transfer the possible risks. All of these experiences will not only benefit my future career, they help me understand the processes that I will need to know someday to deal with my own losses. I am also introduced to many people that run many parts of the university which is a really great way to network for a future career.

Another thing that makes Josey Bathke a great supervisor is that she meets with me individually once a week to discuss my progress and other important things. Our last meeting she showed me the types of emails and requests that she gets daily and she showed me how she responds to these requests. This always includes a formally typed email and several attachments about the range and limits of the Universities insurance coverage. These personalized meetings allow me time to ask questions about the insurance world and understand current events and losses that are happening to the University. She also is not afraid to give me constructive criticism that will make me a better employee in the future. I have been sick a lot this semester and she is very understanding about me not making it to work but she sat me down and said that she expects more from me and that I should take more time to take care of myself. This really stood out to me because unlike my supervisors in the past that just got mad when I was sick she actually took the time to make it a learning experience about what my supervisors in the future will expect.

Thank you for your time and consideration,

Macy Lanser

Department of Risk Management, Insurance and Loss Prevention | Office Assistant

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Taylor Reyhons

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Jayme Crawford

Supervisor/s Email: jayme-crawford@uiowa.edu

Department: External Relations

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

Supervisor of the Year Committee,

It would be my greatest honor to nominate Jayme Crawford, Coordinator, Collegiate Relations at UI Health Care Marketing and Communications for Supervisor of the Year.

I am a student intern at UI Health Care Marketing and Communications in the division of Collegiate and Community Relations. Jayme has been my supervisor for the 11 months I have served at UI Health Care. Before I was employed at UI Health Care, I came to Jayme as a volunteer and I just knew I had to work for her. She is an amazing mentor who always gives me the ability to be creative and take on independent tasks of high responsibility, confidentiality, and prestige. I serve as Jayme's Collegiate and Community Relations Intern which is a professional development position, not a student clerk position. I maintain specific tasks and responsibilities of high importance with Jayme as my guide, however thanks to her, I am prepared enough to ride solo on my responsibilities most of the time! I was extensively trained when I started this position and continue to be trained as the time passes because I am always being introduced to new tasks, responsibilities, projects, and initiatives. My position is always growing and I never stop learning but I am given the opportunity to be creative. Jayme has me attend staff meetings for our division and for our department because for my position it is extremely important to be in the loop and to keep others in the loop as it can be very collaborative and I am quite often asked to help out on multiple projects at a time. She gives me a lot of trust and flexibility.

Jayme has also helped me with my education in many ways. She consistently helps me earn credit for my experience by collaborating with my instructor and I to highlight my strengths and weaknesses in this position. Even though I do a lot of my work individually, I receive constructive criticism and performance evaluations from Jayme also. I am majoring in Communication Studies and receiving a certificate in Event Planning, and Jayme has lots of insight and advice on those two areas. The majority of what I do is with events, which means my projects are primarily communications based, but also quite a bit of marketing as well. I truly have a better grasp on my major and certificate now that Jayme has helped me understand what it looks like in a professional workplace setting so that I am better prepared for my future full-time employment come graduation.

Jayme cares about my professional development in lots of ways. She has recommended many training sessions outside of work for me to attend so that I can continually grow as a professional to better myself for my future. She goes above and beyond for me and truly cares about my success. So far, I have attended three training sessions outside of work thanks to Jayme. UI STEP, Steps to Being Memorable, and Service Excellence. These sessions were at Jayme's expense and she did not have to recommend these interactive professional training sessions, but she did anyways. She sees it as an opportunity for me to always keep growing and improve and never to settle as average. All of these sessions are resume boosters and have helped to continue to teach me even more professional skills. I look to Jayme as a true leader, mentor, and pioneer for how I want to be someday in a professional post-graduate, full-time position. Because of Jayme I hope to one day mentor my own intern and treat them with integrity and helpfulness like Jayme has done for me. I will forever be grateful for all of her help, training, and advice.

I truly hope that the committee for Supervisor of the Year takes this nomination for Jayme Crawford to heart as she is the greatest influence in my professional upbringing thus far. She is truly one of a kind and deserves to be recognized for all of her hard work, dedication, and extreme investment in bettering me as a young professional!

Sincerely,

Taylor Reyhons

Collegiate and Community Relations Intern, UI Health Care Marketing and Communications

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Charles Truong

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Susannah Shive

Supervisor/s Email: susannah-shive@uiowa.edu

Department: CGA, International Writing Program

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

To Whom It May Concern,

I writing to express my interest in nominating my supervisor, Susannah Shive, for the Supervisor of the Year Award. In the years that I have had the pleasure of working alongside Susannah Shive, she has acted as my mentor, colleague, supervisor, supporter, and friend. Ms. Shive has greatly impacted my undergraduate education at the University of Iowa through her immense generosity and her expertise in English and Creative Writing. She has provided me with opportunities to interact with published writers from around the world, such as Ukamaka Olsakwe, Margot Livesey, Boris Fishman, Vu Tran, and many others. As a team, we have promoted our UNESCO city of literature by cooperating with numerous Iowa City community members. We have crafted video lectures from graduates and instructors from the Iowa Writers' Workshop, the Magid Center for Undergraduate Writing, and our very own International Writing Program. Thus, my understanding of the mechanics of writing fiction, non-fiction, journalistic pieces, and poetry have all been greatly influenced by my work with Ms. Shive.

Unlike most ICRU fellows, I have been given both scholarly and artistic responsibilities in my research environment. I have studied methods of enhancing the accessibility of our online courses to users throughout the world. In addition, I have produced short, promotional films that have helped me hone my cinematic skills along with expressing my creativity. Ms. Shive has assisted me through various resources such as equipment, introducing potential actors, find relevant quotations, and more in order to allow me to successfully complete my work. I have been able to utilize skills that I have learned in the classroom as an English and Cinema double major to produce written and video work for our websites that make a direct impact on students around the world.

Ms. Shive has helped me mature as a student and as a working professional by recognizing the potential that I wasn't sure I had. All of the work I have conducted at the International Writing Program has been tediously revised to match the expectations that Susannah has for me. From websites to course shells, from emails to videos: Ms. Shive has critiqued everything I've ever done here. It was like being in a constant workshop. Ms. Shive was not timid in revealing what needed to be worked on: as a non-profit, we often have to juggle numerous parameters for our work. Thus, I have had my writing, organizing, and video producing skills re-evaluated until they not only fit all of the criteria necessary for the organizations we are affiliated with, but represented my best work.

Ms. Shive is more than just a mentor: she is a phenomenal colleague. As a Student Organization Leader on campus, I have hosted numerous events promoting my dance group. Academic or artistic, convenient or not: Ms. Shive has attended and supported all of my endeavors. I am planning to Washington, DC in the summer to pursue an internship related to education, and Susannah has used her contacts in the area to help my pursuit. In addition, Susannah has requested that I be present during the interviews for my successor, saying that my input is vital in the success of our interviewing process as well as our division in general. She deserves more recognition than she is given. There was no speculation about nominating her for this award; the knowledge and experience I have gained by working with Susannah is irreplaceable.

Regards,

Charles Truong

ICRU Research Fellow/Course Assistant, International Writing Program
Supervisor: Susannah Shive, Distance Learning Coordinator, International Writing Program

SUPERVISOR OF THE YEAR NOMINATION INFORMATION

NOMINATOR:

Student Name: Lauren Stendahl

Student ID: _____

Student Email: _____

CANDIDATE:

Supervisor/s Name: Colton Smith

Supervisor/s Email: colton-smith@uiowa.edu

Department: University Housing Administration

NOMINATION CRITERIA

- 1 Provides excellent training, coaching, and professional development opportunities to student employees
- 2 Helps the student connect learning in the classroom to experiences on the job
- 3 Assists the student in connecting job skill development to future professional employment
- 4 Showcases how much they care about the student as a person

Hello!

Good Morning,

I am submitting a nomination for my Supervisor, Colton Smith, for Supervisor of the Year. I work in Housing and Dining HR as a Student Employment Assistant.

- 1) Since transferring to our department in November of 2016, Colton has continuously made efforts to help us improve in our duties at the Employment Desk. From Day 1, he has shown initiative in creating a more positive work environment. While he was new to his position and still learning all of the numerous procedures of the desk, he was able to suggest new, time effective ways to streamline our current routine. By going above and beyond, he made the job of everyone in the HR department smoother and was able to fix certain “bugs” in our routine that had created unnecessary complications. Colton is also presenting us with extracurricular training opportunities and encouraging us to be more involved as student employees. For example, we work with a lot of international students at the desk. Colton received word of a seminar through the University that taught how to pronounce Chinese names correctly. Not only did he attend himself, he also encouraged all of us to attend and even coordinated coverage of our desk, so if the seminar coincided with our work hours, we would be able to attend. Additionally, he is constantly providing us with opportunities of Student Employment workshops and encouraging us to attend. He constantly is thinking of ways for us to improve in our position and is happy to accept any suggestions we come up with, as well. He’s given us a lot of creative control over procedures, which has been very empowering and improved our leadership skills.
- 2) As Colton is a recent UIowa business grad, he is always happy to hear about classes we are taking within Tippie and offers to help us out whenever possible. Although I am not a business student, one of my co-workers is and Colton and Kayla have chatted numerous times about her management classes and ways she can draw experience from our current position into assignments for her classes.
- 3) I have been going through the job search process recently, as I graduate in May. Colton has edited my resume, troubleshoot potential interview questions, and written letters of recommendation for me. I credit his help in securing a position with Teach for America next year. Although Teaching isn’t inherently related to HR, Colton has helped identify facets of my job that will connect well to being an effective Special Ed teacher next year. Examples include the communication skills I’ve picked up, the ability to multitask, and managing my time appropriately. He has been extremely excited for me every step of the interview process, and remembered key dates, including the release date of my acceptance and location assignment.
- 4) Colton really excels in being personable and I’ve enjoyed my time working with him. Most of the HR staff works in a remote location far away from the Student Employment Desk. Colton makes an extra effort in coming up to the Student Employment Desk multiple times per day to greet us and ask how our shift is going. He always asks about our weekends, and how we are doing and is genuinely interested in the answer. He remembers important details about all of us, and is constantly asking for our feedback about the desk. Additionally, he participates in some of our duties with us, making tasks such as filing go by so much faster and instilling a sense of comradery between the

student employees and the full time staff. Overall, I've worked in my position for 3 years and have had 7 different supervisors in the process. Colton has shown the most interest in us as people, and worked hard to create a sense of "teamwork" in the group.

Lauren Stendahl

University of Iowa '17, Ethics and Public Policy & International Relations

Student Employment Assistant, University Housing & Dining HR