***Annette Maggio Administrative and Support Staff Award***

Annette Maggio was the executive assistant to the dean of the College of Arts and Sciences for 42 years before retiring in 2022. She was admired and respected across campus and will always be part of the Arts & Sciences family. In recognition of her excellence in service, attention to detail, willingness to go above and beyond, selfless dedication to the college’s mission, and ability to solve problems, the College of Arts and Sciences has established the Annette Maggio Administrative and Support Staff Award. This award, established in fall of 2023, recognizes outstanding administrative and support staff of the college.

This fall the college will select one individual who exemplifies administrative and support staff excellence to receive $1,000.

**Awards submissions are due in PDF format by 5:00 pm on Wednesday, November 1, 2023. Please send them to Stacy Vars at asdeans@ksu.edu.**

***Nomination Packet for Annette Maggio Administrative and Support Staff Award***

The purpose of these awards is to recognize and reward excellence in service by administrative and support staff within the College of Arts and Sciences.

The nomination packet should contain the following items:

* Letter of nomination describing in detail why the nominee deserves this award.
* Letter of recommendation from the department head or appropriate associate/ assistant dean that details why the nominee is deserving of this award. In particular, it should address the scope of the nominee's responsibilities and evidence of excellence.
* Nominee’s resume or cv
* Up to two letters of support.

***All application materials should be sent electronically***

***in PDF format to***

***asdeans.ksu.edu***

***5:00 pm on Wednesday, November 1, 2023***