



STUDENT EMPLOYMENT NEWS

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Legal Affairs, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, or call 360-736-9391, ext. 671.

Editor: Joan Rogerson

CENTRALIA COLLEGE

JULY 2016

SPRING 2016 STUDENT EMPLOYEES OF THE QUARTER



KAILA KOONS

The Student Job Center is proud to name **KAILA KOONS** the Spring On-Campus Student Employee of the Quarter.

Kaila began her job as an Office Aide in the Financial Aid Office during summer 2013. She was promoted to an Office Assistant I that fall, and further promoted to an Office Assistant II in fall 2014.

Her job involves a variety of clerical duties, such as providing office reception, using office equipment, proofreading

financial aid reports and award letters, and inputting documents. She also assists with reconciling an office budget and monitoring the outside scholarship report.

Her supervisor, Sabrina Knoll, shared, "Kaila is very committed and dedicated to the students she serves. She brings energy to our office with her outgoing demeanor and positive attitude."

"One aspect of Kaila's job is backing up the front counter. Kaila demonstrates her strong interpersonal skills by successfully working with students that come from a variety of different backgrounds. She maintains her pleasant and courteous demeanor even when she encounters a challenging situation regarding a student at the counter or on the phone. She also demonstrates her willingness to go the extra mile by regularly asking other Financial Aid Office staff members if there is anything that she can do to be of assistance. Kaila is a model employee. She is absolutely fantastic at the front counter. She greets students with her fabulous smile, and gives them superior service. She is a favorite among students; it is common for them to ask for her by name when they need assistance regarding their financial aid."

Congratulations, Kaila!



NICOLE HINCHCLIFFE

The Student Job Center is proud to name **NICOLE HINCHCLIFFE** the Spring Off-Campus Student Employee of the Quarter.

Nicole began her employment as a State Work Study student with Lewis County Public Works in Chehalis in January.

Her supervisors, Lara Seiler, Robin Saline, and Kim Amrine, unanimously agreed, "Nicole jumped into the position and is willing to learn anything that is

presented to her. She is sharp, perceptive and also very polite and courteous towards others in the office. She has taken on the responsibility of reconciling FEMA grant documentation each month and was a critical team member in assembling records to establish damage estimates for the recent flooding disaster in Lewis County. Her work is accurate, efficient and invaluable to our department.

"Currently, we are starting our budget process for 2017 and Nicole has helped review the budget worksheets for accuracy. Her skills in Excel and her ability to learn quickly and apply the concepts to come up with innovative solutions are very much appreciated by our staff."

Congratulations, Nicole!

Additional student employees who were recognized for their outstanding contributions this spring quarter include:

On Campus:

Erik Xhyra, Kirk Library

Olya Pavlyshyn, International Programs/Transitional Ed

Trishanna Jones, Chemistry Department