**OFFICE or DEPARTMENT LETTERHEAD**

[DATE]

Dear NAME,

We are pleased to confirm your employment as [POSITION TITLE], at a pay rate of $[XXX]/hour. You will be paid bi-weekly, based upon the student employee timesheets you submit. As we agreed, your first day will be [DATE] and your continued employment is contingent upon continued availability of Federal Work-Study funding.

[If hiring department is a Dartmouth Work-Study- Approved off-campus agency, include this sentence: While AGENCY NAME is hiring you, you will be an employee of Dartmouth College. If you have not previously worked for and been paid by Dartmouth College, you must complete several employment authorization forms.

The [Required Paperwork for New Student Employees](https://www.dartmouth.edu/hr/docs/employment/new_se_checklist.pdf) lists each of the forms that must be completed within 3 days of your start date. Please bring appropriate original documentation to complete your I-9 in person. *Photocopies are not accepted*.

The final document in this packet is our hiring agreement. I will need you to read, sign and return it to me by [DATE].

Please contact me should you have any questions regarding your student employment.

Sincerely,

[SUPERVISOR/HIRING AUTHORITY NAME]

[SUPERVISOR/HIRING AUTHORITY TITLE]

**[Organization/Department Name]**

**[Position Title] Hiring Agreement**

**Title**: [Position Title]

**JobX Position Number:** [insert number]

**Reports to**: [Supervisor name & title, i.e. Susie Sample, Director of Example Dept.]

**Compensation:** $[insert] per hour (to be paid biweekly)

**Employment Dates:** [insert term or calendar dates as appropriate]

**Purpose and definition of position**:

This is a part-time (X hours weekly) administrative position. Under limited supervision, the [Position Title] will [manage/direct/coordinate] [insert information here].

In addition, the [Position Title] will assist with [insert information here- example: outreach to the college community for the promotion of the organization. This position works closely with the Supervisor to provide leadership in the design and coordination of programs that will be organized and presented by the organization.]

**Responsibilities:**

* [list all, some examples below]
* Serve as the primary student connection for the organization
* Manage email communications for the organization
* Assist supervisor in developing program publicity and public relations efforts for all programs
* Plan and execute community events, awareness weeks, etc.
* Other duties as assigned

**Expectations:**

* [list all, some examples below]
* Employee must contact Employer immediately if no longer eligible for Federal Work-Study funds or employed by another department at Dartmouth College/DHMC.
* Prompt attendance is necessary for this position. Absenteeism or tardiness is not acceptable and may be cause for termination.
* Appropriate use of language and in work environment is expected.
* Work attire should be appropriate to the business environment.
* Other…

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***I agree to and accept this position:***

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Employee Name (Please Print) Employee Signature Date Dartmouth ID#

**Employee Contact Information:**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_