

Date:

To:

Dear _____

It is my pleasure to offer you the position of _____ in the Department of _____ at The University of Alabama in Huntsville. The pay rate for this position is \$_____ and your start date is _____.

- Federal regulations require that all new hires complete Form I-9 no later than the first day of employment. New student employees will receive notification to complete their I-9 form from Risk Mitigation immediately following a cleared background check.
Please note, newly hired faculty, staff, and student employees are still required to report to the HR Reception area within the Shelbie King Hall Lobby (188 Sparkman Drive), to submit original, unexpired documents that verify their proof of identity and U.S. work eligibility, prior to or on their first day of employment.
- We strongly suggest that you maintain full time student status (12 credit hours/undergrad; 9 credit hours/grad), if possible however it is not a requirement for your employment. You must maintain class enrollment, however, in each semester that you're employed.
- You should maintain a cumulative GPA each semester equal to or above the Academic Action Threshold (AAT) set by the University (for freshmen and sophomore students, the AAT is 1.9; for juniors and above, the AAT is 2.0) If the student's cumulative GPA falls below the AAT, the student is subject to dismissal from their on-campus position.
- This offer is contingent upon securing and maintaining authorization to work by the proposed start date and throughout your employment at the University. If you currently have temporary, restricted work authorization, call the International Student and Scholar Office at 256-824-6078 immediately to discuss obtaining authorization to work at The University of Alabama in Huntsville.
- As a student employee, you will not be eligible to participate in University benefits and will not be allowed to continue student employment if accepting a regular employment offer, even on-call.
- As is the case with staff employees generally, your employment shall at all times be at-will. This means that it is indefinite in duration and may be terminated with no reason or cause given, by the University or by you at any time. No assurances or promises for employment on other than an at-will basis shall be valid unless in writing and signed by the President or a Vice President.
- The University of Alabama in Huntsville is committed to equal opportunity in employment and education. Pursuant to that commitment, it does not unlawfully discriminate in any program or activity on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship, genetic information, or status as a Vietnam-era, special disabled, or other eligible veteran. It maintains an affirmative action program for protected minorities, women, individuals with a disability, and Vietnam-era, special disabled, and other eligible veterans.
- In accepting this offer, I agree to all terms and conditions of employment as stated herein.

Student Signature*

Date

Hiring Faculty/Staff Signature

Hiring Faculty/Staff Name (Print)

*Electronic signature is acceptable.