

Student Employment Offer Letter

Date: _____

To: _____

Dear _____,

It is my pleasure to offer you the position of _____, classified as _____ in the Department of _____ at The University of Alabama in Huntsville. The wage for this position is _____ per _____ with a start date of _____ and an end date of _____.

- 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: All newly hired student employees are required to report to Human Resources within the Shelbie King Hall Lobby (188 Sparkman Drive) to submit original, unexpired documents that verify 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 enrollment (12 credit hours/undergrad; 9 credit hours/grad), if possible, however it is not a requirement for your employment. Refer to the UAH Student Employment website for current minimum enrollment requirements.
- You should maintain a cumulative GPA each semester equal to or above the Academic Action Threshold (AAT) set by the University. If your cumulative GPA falls below the AAT, you are subject to dismissal. Refer to the UAH Student Employment website for current minimum GPA requirements.
- 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, age, disability, citizenship, genetic information, or veteran status.
- 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 signatures are acceptable