Letter of Offer for On Campus Employment

This is evidence of on-campus employment for

__________________________________________________________.

(Name of student)

The student is being hired as a(n)

_________________________________________________________

(wait staff, cashier, library aide, program assistant, student hourly, etc)

The duties for this position are as follows:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

This employment is to begin _____/_____/______ for no more than 20 hours per week during Fall and Spring semesters.

Employer Contact Information

EIN: 39-6006492W

Supervisor ______________________________

Supervisor’s Title ______________________________

Hiring Department ______________________________

Phone Number ______________________________

Supervisor’s Signature ____________________________    Today’s Date ___________