

# 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 \_\_\_\_\_