



**Sabrina Jedlicka, Ph.D.**

*Assoc. Professor & Associate Dean for Academic Affairs*

P.C. Rossin College of

Engineering and Applied Science

19 Memorial Drive West

Bethlehem, PA 18015-3045

office: (610) 758-4025

August 2, 2023

Daniel Weir  
10903 Willow Creek Lane  
Oakton, VA 22124

Dear Daniel,

The P.C. Rossin College of Engineering and Applied Science would like to offer you a Course Assistant Position for Applied Engineering Computer Methods (Engr. 010). This course is rostered for the 2023 fall semester and will meet August 28, 2023 through December 8, 2023. Duties are to assist in classroom as assigned and help with sessions as needed.

The appointment carries with it a stipend of \$1,200.00 paid in bi-weekly installments from which appropriate federal state and local taxes are deducted. Upon submission of all required paperwork, your appointment will begin on August 28, 2023 and end on December 8, 2023. For payroll purposes your first check will be on September 22, 2023 and your final check will be issued on December 29, 2023. You will be required to work 5 hours per week for the duration of this appointment.

During the term of this fall appointment, you are responsible for, and your appointment is contingent upon, receiving approval prior to participating in additional part-time work for compensation from any other department/unit of Lehigh University.

This appointment offer is contingent upon you providing documentation to the University that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. If you have not been employed by Lehigh University within the last three years, you must schedule an appointment with Human Resources to complete this process. If, at any time, your responsibilities require you to perform work on a federal contract subject to Federal Acquisition Regulations (FAR), Lehigh University will verify your identity and employment eligibility information through the Department of Homeland Security E-Verify system. To schedule an I-9/E-verify appointment for a new employee, please send an email to [inI9@lehigh.edu](mailto:inI9@lehigh.edu). Additional instructions about the process will be sent once the appointment is scheduled. This must be completed no later than the first day of your appointment. By placing your signature below, you hereby accept the position of grader on the terms described above.

Lehigh University utilizes a paperless payroll system, which means that all student employees are required to enroll in Direct Deposit. In order to enroll you must have a United States bank account in your name with the ability to receive electronic deposits. To enroll in direct deposit, go to <https://go.lehigh.edu/DirectDeposit> and follow the instructions provided. If you have questions about this process you can access an FAQ page here or reach out to the Payroll Office at [inpayrol@lehigh.edu](mailto:inpayrol@lehigh.edu).

By placing my signature below, I hereby accept the appointment on the terms described above and advise my supervisor that my employment history with Lehigh University during the last twelve months is as follows:

Lehigh University Department/Center	Position Title	Start Date	End Date	Average Hrs per Week

Thank you for your willingness to help us this fall.

Sincerely,



Sabrina Jedlicka  
Associate Professor and Associate Dean for Academic Affairs  
Rossin College of Engineering



Signature

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Lehigh LIN #

08/02/2023

Date

cc: Robin Armbruster, Katrina Kraft, Sabrina Jedlicka, George Witmer