

01/18/2021

Dear Yusuf Jimoh ,

We are pleased to inform you that you have been approved to take part in the Student Assistantship Program (“**Assistantship**”) with Philip Panicker, your Student Assistantship Supervisor (“**Supervisor**”). The term of the Assistantship will be for [AY 20-21] and you shall receive a stipend based on approved hours submitted. We take this opportunity to outline below the terms and conditions of the Assistantship as follows:

Student Assistantship Title: CADT-UH 1008Q Touch Teaching Assistant

Student Assistantship Duties:

* Assist with the development of CADT-UH 1008Q Touch class project setup * Assist with the operations of CADT-UH 1008Q Touch class project setup

Start Date: 01/20/2021

Stipend: 35 AED per hour

Department: Engineering Division

1. **Student Assistantship Responsibilities:** You will undertake the performance of your Assistantship obligations remotely from your home location either inside or outside the UAE. While several of the duties associated with this specific Assistantship will evolve over time, your responsibilities in general include:
 - Maintain full-time enrollment as a NYU undergraduate student enrolled in an NYUAD credit bearing course and be in good academic and disciplinary standing throughout the Assistantship process.
 - Be prepared to accomplish assigned projects and tasks and refrain from conducting personal business during service hours.
 - Dress appropriately to attend meetings via video link and abide by the relevant policies and procedures of the department.
 - Be punctual, dependable, courteous, and considerate of the department’s employees and other staff.
 - Leave the position if the demands of your Assistantship obligations impede on your academic success at NYUAD.
 - The weekly schedule will be determined between you and the Supervisor.
2. **Relationship:** I understand that the scope of my relationship with NYUAD is limited to an Assistantship position and NYUAD will not provide any other benefits traditionally associated with employment to me. I shall serve only as a student assistant of my own will and that I shall not represent or hold myself out as

an officer, employee, representative, agent, partner or other associate of NYUAD of any kind to third parties in relation to this Assistantship or otherwise

3. **Weekly Schedule/Number of Hours:** The term of the Assistantship is specified above and cannot exceed 10 months. The weekly schedule will be determined by the student and their supervisor, but not to exceed 7 hours per day and 15 hours per week at any point. You may participate in the program during January Term and Summer Term only if enrolled in a credit-bearing course. January Term and Summer Term appointments must not exceed 10 hours per week. Students who work in multiple assistantships across multiple departments must ensure the total hours worked across departments does not exceed 15 hours (or 10 hours during January and Summer Terms). Any hours worked in excess of this will be considered voluntary hours.
4. **Timesheets and Payment:** Timesheets are to be submitted online, via the student portal, between the 12th and 14th of the month for any work done on, and prior to, the 12th. Please be sure to submit timesheets on a monthly basis and not submit multiple months of timesheets at once. You will receive the stipend at the end of the month for the time submitted. For example, between October 12th and 14th, you will submit your timesheet for the period September 13th – October 12th and your supervisor will then have until October 17th to review and sign off on the time submitted. If the timesheet is approved timely by the supervisor, you will receive the stipend on your Wirecard account at the end of October. However, if you are a first year student you will be required to submit a form to receive your stipend to your personal bank account. Both you and NYUAD are responsible for its own tax obligations imposed under applicable laws arising as a result of or in connection with this letter.
5. **Trial Period:** Upon starting your Assistantship, you are subject to a one-month trial period. This trial period allows the Supervisor to end the engagement of a student who is not performing their obligations well or is otherwise deemed not suitable for the position.
6. **Conclusion of the Student Assistantship:** You may leave your Assistantship position by submitting a notice advising the Supervisor that you wish to end the Assistantship, in writing, no less than two weeks prior to the requested last day of service. The effective end date of your Assistantship position shall be as approved by your Supervisor.
 - 6.1 In the event you fail to perform your Assistantship obligations in a satisfactory manner, departments are required to give a two-week written warning notice. The written warning will give you an opportunity to be aware of and correct specific deficiencies in your work as mutually discussed and agreed with the Supervisor. Your failure to correct the deficiencies outlined in the warning notice may result in the Assistantship coming to an end.
 - 6.2 Your engagement in the Assistantship may be ended immediately and without notice of a remedial period if you commit a major offense, including but not limited to theft and misconduct. Any incident involving documented misconduct may be referenced to future student assistantship hiring managers should you apply for future student assistantship roles.
7. **Intellectual Property Rights:** You acknowledge and agree that the intellectual property rights if any arising out of the Assistantship hereunder belong to NYUAD, its faculty and/or staff and you will not dispute such ownership.
8. **Equipment and Network Connection:** You shall, at your sole cost and expense, ensure all necessary equipment and network connections are available, compatible, operational in order to complete all required works and services of the Assistantship. You shall not knowingly introduce into any content provided to

NYUAD or otherwise cause to be introduced into NYUAD's systems (or those of any third party) any viruses, worms, trojans, other malicious or unauthorized code or disabling features or use such connections for any unauthorized purpose.

- 9 **Release:** You have been advised that you should be performing the activities of this Assistantship in a safe environment. You acknowledge the risks that have been explained to you by the Supervisor and you confirm you have been given time to ask questions about your working area.
- 10 **Confidentiality:** Other than as necessary in the performance of your Assistantship obligations under this letter, you agree to hold in confidence and not disclose or communicate any non-public information of any kind concerning any matters affecting or relating to the business of NYU, NYUAD Corporation, or NYU Abu Dhabi including, without limitation, the names or identifying information of any students.
- 10.1 You are expected to abide by all New York University and New York University in Abu Dhabi confidentiality policies regarding student and faculty information. Students' educational records are protected under the United States of America's Family Educational Rights and Privacy Act.
- 10.2 Information specifically designated as Directory Information usually may be disclosed or released, but all other information regarding students, whether in hard copy, in a computerized database, email or in digitized format, is confidential and may not be disclosed or released except under the limited circumstances set forth in the [New York University Guidelines for Compliance with the Family Educational Rights and Privacy Act \(FERPA\)](#).
- 10.3 You are expected to familiarize yourself with the New York University FERPA Guidelines and to seek the advice of the Supervisor before disclosing any information from student education records other than Directory Information, which only may be disclosed under circumstances that previously have been approved by the relevant department.
11. This Assistantship will be governed by and construed in all respects in accordance with the laws of the Emirate of Abu Dhabi and all applicable federal laws of the United Arab Emirates as applied in the Emirate of Abu Dhabi.

To indicate your acceptance of the terms and conditions outlined in this letter, please sign and date in the designated area below and return to your Supervisor to also sign and date. The signed offer letter should be returned to onboarding.studentassistantship@nyu.edu within 3 business days.

Sincerely,

Student Assistantship Program

Accepted by:

PRINT STUDENT FULL NAME

JIMOH YUSUF OMOTAYO

STUDENT SIGNATURE



STUDENT N NUMBER

N19398949

DATE

01/18/2021

SUPERVISOR NAME

Philip K. Panicker

SUPERVISOR SIGNATURE



DATE

18-Jan-2021