

Our Ref: WSP/ 122883

09 February 2024

Guya, Michelle Atieno

Dear Michelle,

Work Study Program: Intern: Office of Graduate Studies

We are pleased to offer you an opportunity to work as an intern at the **Office of Graduate Studies**. This appointment will be effective from 12th February 2024 to 11th May 2024.

Giving two weeks' written notice on either side can terminate the contract (or payment in lieu of notice).

1. You will receive a stipend of **Kshs 20,000** per month and a **Kshs 4,000** meal allowance to be accessed through our Cafeteria Services Department.
2. Your duties will be assigned to you by the Head of your Department.
3. You are expected to undertake any related administrative tasks which may be assigned to you diligently and faithfully.
4. You must present yourself and sign for claims at the Financial Aid Office – Financial Aid desk on or before the 13th of every month.

Timetable

1. Your timetable will be by the schedule agreed upon with the Head of your department. Nevertheless, you will be expected to work extra hours when necessary to accomplish your duties.
2. If you are absent from duty without leave of absence or reasonable cause for a period exceeding 2 (two) working days and cannot be traced within 7 (Seven) days from the beginning of the absence, the University will retain the right to terminate your contract.
3. You are expected to take full responsibility for the care and security of all equipment entrusted to you. You will be held liable for any loss or damage to the equipment entrusted to you.
4. You hereby solemnly promise and declare that during your work study and at all times thereafter, you will observe the strictest professional confidentiality regarding all matters which may come to your notice concerning the affairs or transactions of the University, any of its staff, sponsors, students, associated firms or companies or any of the Directors. In particular, you undertake never to divulge any details or information concerning such

affairs, interests, or transactions which may come to your knowledge either in the course of carrying out your duties or otherwise, unless required to do so by or with the concurrence of the Vice-Chancellor of the University.

5. **Student Dress Code:** All Students of Strathmore University are expected to appear for work/study in professional and suitable attire for the work setting. Each student is responsible for ensuring that his or her attire always conforms to the dress code. Kindly note the University reserves the right through its Officials to counsel students about clothing or appearance.

If you accept the appointment on these terms, please sign in the space provided below and on the attached document (s), and return the duplicate copies to the Financial Aid Office within five days as an indication of your acceptance of the terms stated above. Should you not return this contract in the period specified above, the University will assume that you are not interested in the contract.

Please note this contract is not renewable under the current terms.

Yours faithfully



Kevin Muchemi
Head of Financial Aid

I acknowledge this letter as setting out the general and specific terms of my work study appointment and I accept what is stated therein.

Signed.....

Date.....