



SCHOOL OF PUBLIC AND  
INTERNATIONAL AFFAIRS  
VIRGINIA TECH.

**Todd Schenk, PhD MCP**  
Architecture Annex 0113  
Blacksburg, Virginia 24061  
P: (540) 231-548  
F: (540) 231-3367  
spia.vt.edu

May 19, 2020.

Dear Ross Walter:

This will confirm our verbal, contingent offer of part-time wage employment of no more than 15 hours per week on the *Dynamic Data Visualization to Improve Foundational Statistical Understanding* project, which is being administered budgetarily through the Statistics Department at Virginia Tech. This contract will be effective from May 25, 2020 through to August 15<sup>th</sup>, 2020. Your pay rate will be \$20.00 per hour and will be paid twice a month. Your title will be an undergraduate researcher. Your duties will include designing and programming the electronic interface in regular consultation with the project team, using Unity or a similar platform; working with the team to test the tool; and working with the team to ensure that the tool is hosted such that it is broadly available online. As a condition of employment, all employees are required to have their pay electronically deposited into their bank account.

University policy requires that a conviction check be conducted for all non-student hires. Similarly, a driver's check is required for certain positions that require significant driving responsibility. You will be notified if any issues arise. This offer is contingent upon satisfactory completion of the required conviction and/or driver's check. The rights and/or benefits of University Hourly Wage employees are set forth in University policies and procedures found at [www.vt.edu](http://www.vt.edu). These policies and procedures can change at any time. All employees are expected to ensure that business activities are conducted properly and in compliance with various federal and state laws and university policies. A list of all policies in effect is located on the university's web page at <http://www.policies.vt.edu>. Many important procedures are located on the web sites of the Controller's Office, Purchasing Office, Sponsored Programs Office, and Human Resources Office and will be updated as policies change. Please refer to these for issues not addressed elsewhere.

Please review the details of this offer letter, sign the acceptance below, and return to Betty Higginbotham (405 Hutcheson Hall) if you plan to accept this offer. If you have questions about any of the conditions discussed in this letter, please contact me or Betty.

Sincerely,

Todd Schenk, Assistant Professor (SPIA)

Shyam Ranganathan, Assistant Professor (Statistics)

I, Ross Walter, accept this offer as a University Hourly Wage employee in the Statistics Department at Virginia Tech. I understand my category of employment is University Hourly Wage and is governed by University Human Resource policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_