

Dear Isaac Harper,

The Student Affairs Systems Group is excited to bring you on board as Student IT Support Analyst.

We're just a few formalities away from getting down to work. Please take the time to review our offer as it includes important details about your new position with SASG.

Student Affairs Systems Group (SASG) is offering a part-time position for you as a Student IT Support Analyst, reporting to Amanda Dominguez starting on **Monday, April 8th, 2019 @ 10:00 AM** at 1618 E. Helen Street.

You may work a maximum of 25 hours per week during the school semester, 35 hours during university vacation periods.

In this position, SASG is offering to start you at a pay rate of **\$11.00 per hour**. You will be paid on a biweekly basis, starting **Friday, April 26th, 2019**.

Your employment eligibility is dependent on a minimum 2.0 GPA and you must be enrolled at UA for one or more units during fall and spring semesters.

Pursuant to, we will need to submit your driver's license information and a Motor Vehicle Record Review will be performed. This is required of all student and full-time staff who are required to drive a university vehicle as part of their job duties.

You will need to contact Jacqueline Siqueiros, Director of Business Affairs for our department, at 520-621-7319 or siqueirj@email.arizona.edu to arrange a time to provide your original driver's license and SS card OR unexpired US passport no later than **Tuesday, April 2nd, 2019**.

You will need to complete FERPA and Security Awareness Training, which you can complete online:

FERPA: <http://registrar.arizona.edu/ferpa/tutorial>

Security Awareness: <https://security.arizona.edu/all-employee-security-awareness>

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **Friday, March 29th, 2019 @ 5 PM**.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Dominguez". The signature is written in dark ink and is positioned below the word "Sincerely,".

Amanda Dominguez
IT Support Analyst, Student Staff Supervisor
Student Affairs Systems Group

Student Name (Print): _____

Student Signature: _____

Date: _____