UNIVERSITY OF GEORGIA

School of Computing
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Athens, Georgia 30602
TEL 706-542-2911 | FAX 706-542-2966
computing.uga.edu

January 26, 2024

Naf01916@uga.edu

Dear Nicholas Feldman,

The School of Computing is pleased to offer you a part-time position in the Computer Science Undergraduate Assistant (CSUA) Experiential Learning program as a UTA for CSCI 1730 beginning Friday, February 2, 2024* and ending Friday, May 10, 2024. A general description of this position is available at https://cs.uga.edu/CSUA.

Your official start date is contingent upon the final approval of a hiring proposal that will be submitted to UGA's central HR office and the availability of funding. You CANNOT begin working until your hiring information has been fully processed. No back pay will be granted.

The position pays a rate of $11.00 per hour for up to 8.5 hours per week.

Upon your agreement to these conditions, you will report to your faculty supervisor, Mr. Sal LaMarca, to schedule your responsibilities.

Employment at the University of Georgia is subject to verification of an applicant's identity and eligibility for employment as required by law. This offer is contingent upon verification of your employment eligibility under the terms of the Immigration Reform and Control Act of 1986 as amended. New employees are required to complete an I-9 by the second business day of employment.

In addition to adhering to the UGA Non-Discrimination and Anti-Harassment Policy, undergraduate teaching assistants and peer learning assistants are expected to maintain professionalism when interacting with any student, staff, and/or faculty member at UGA. This is especially critical when your job creates a power differential between you and a student. Expected professional interactions include, but are not limited to: office hours, piazza, groupme, and social gatherings.

UTAs and PLAs are legally and ethically obligated to protect the confidentiality of students' records under the Family Educational Rights and Privacy Act (FERPA). Information that must be kept confidential includes, but is not limited to: grades, rubrics, and solutions.

Like all UGA employees, CSUA participants have an ongoing responsibility to report and fully disclose any personal, professional, or financial interests, relationships, or activities that have the potential to create an actual or apparent conflict of interest with respect to their CSUA-related work duties. For the purposes of this policy, a close personal relationship is defined as a family member, close friend, colleague, romantic/sexual partner, or, if applicable, a member of your fraternity or sorority. If, at any point in time, you need to make a disclosure, then please use the UGA Conflicts of Interest Disclosure Form located at https://hr.uga.edu/_resources/pdf/Conflict-of-Interest-Disclosure-Form.pdf.

CSUA participants are not required to work March 4th – 8th (Spring Break), and April 30th (Reading Day).

On behalf of the School of Computing, congratulations! Please sign this offer letter and return it via email to Sherry Wrona (swrona@uga.edu). Additionally, all new employees must complete a departmental hiring form that can be found here. **The deadline to accept this offer is Monday, January 29, 2024.**

Sincerely,

Dr. Michael E. Cotterell
CSUA Program Director

Accepted

Declined