

December 14, 2021

Dear Gia,

On behalf of The University of Texas at Arlington, I am pleased to offer you the position of **PLTL Leader**, *Handshake job posting number 5640059*, in the Academic Success Center reporting to Dr. Kimshi Hickman, Assistant Vice Provost for Retention and Completion, including Catherine Unite, Director for Academic Support Programs, Academic Success Center and Monica Franco, PLTL Program Coordinator. The beginning pay rate for your position is **\$11.00/hour** for approximately 10 hours a week whether you are a work-study, international, or domestic student.

Your expected starting date of employment for this position is January 11th, 2022 through May 13th, 2022 contingent on:

As previously discussed, Peer Educator Training is mandatory and must be completed in order to start work. Training is due to be scheduled for January 11th and 14th. Please lookout for the email 2 weeks prior to training for more details. **All PLTL Leaders must have their Social Security Card (or a receipt from the SS Office that the SSN is being processed) prior to attending training.**

The University now uses the federal electronic employment verification system known as E-Verify for all new hires and rehires. The E-Verify system compares the information that employees submit on their Form I-9 with records maintained by the federal government. The E-Verify program has stringent deadlines for processing verifications and penalties for non-compliance. In order to meet these deadlines, click on this link to complete:

<https://secure.i9.talx.com/preauthenticated/LoginCaptcha.aspx?Employer=18567>. **To complete the verification process, you will report to the Human Resources department on your first day of employment with your documents for I-9 verification.** You can find a list of acceptable documents to verify employment eligibility by going to:

<http://www.uscis.gov/files/form/i-9.pdf>. We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for appointment.

This letter represents an initial offer of employment; however it does not constitute an employment contract for any specified period of time. The appointment is subject to the Rules and Regulations of the Board of Regents of The University of Texas System, regental and U. T. System policies, the rules and regulations of the University, and applicable state and federal laws. The salary is the gross salary and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize.

Please be advised that this offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

To accept this position and all explicit conditions, you must indicate if you accept this appointment by signing in the appropriate space below (digital signature is not acceptable) and reply by email with the attached signed offer letter no later than **Thursday, December 16th, 2021**. Please email to: Monica Franco: monica.franco@uta.edu. If you require verification for a Social Security Number, please include so in your email. A PDF document with the form and instructions will be emailed to you upon receipt of your returned offer letter.

If you wish to decline this position, please respond to this email by **December 16th, 2021** and indicate that you wish to DECLINE our offer in the appropriate space below (digital signature is not acceptable). If we do not hear from you by the specified deadline, we will mark your file "declined" and another student employee will be appointed in your place.

If you would like to discuss any aspect of this offer, please email me at monica.franco@uta.edu. I look forward to hearing back from you.

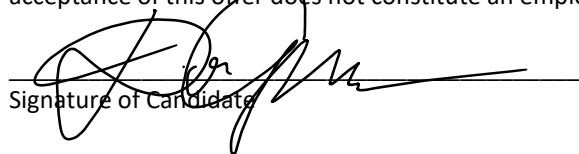
Sincerely,

Monica Franco
PLTL Program Coordinator
Division of Student Success

Catherine I Director
University Tutorial & Supplemental Instruction
Division of Student Success
Room 415 Library
T: 817-272-2617 | F: 817-272-1376

Kimshi Hickman, Ed.D.
Assistant Vice Provost for Retention and Completion
The Division of Student Success
The University of Texas at Arlington
817.272.1794
Kimshi.hickman@uta.edu

I hereby accept the University of Texas at Arlington's employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract.


Signature of Candidate

12/14/21
Date

I do not accept the University of Texas at Arlington's employment offer as described in this letter.

Signature of Candidate

Date