# CCLA Peer Consultant

## 2021 Summer Training Contract

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doane ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Scope of services. The student worker is being hired to perform training to become a Doane Center for Computing in the Liberal Arts (CCLA) Peer Consultant (PC). Duties shall include, but are not limited to, the following:
   1. Content training: Spreadsheets, databases, Python programming, and high-performance computing with Doane's supercomputer, Onyx.
   2. PC training and practice: How to be an effective, helpful, and ethical PC.
   3. CCLA documentation and marketing materials: Helping to create documentation so other institutions can easily start their own CCLA-type center, and helping to create a marketing plan to increase awareness and use of the CCLA by Doane students, faculty, and staff.
2. Technology requirements. Since we are working remotely this summer, reliable technology is an absolute necessity. In particular, the PC trainee must have access to the following resources:
   1. A stable, reliable high-speed internet connection
   2. A computer with a working Webcam and microphone
3. Term:
   1. Summer term. Unless terminated pursuant to paragraph 7 below, the term of this agreement is for 11 weeks, from Monday, 5/24/2021 through Friday, 8/6/2021.
   2. 2021 - 2022 academic year. After this agreement is completed, it is expected that PCs will serve at least some hours weekly in the CCLA.
4. Compensation: For services rendered under this agreement, the PC trainee shall be paid a rate of $11 per hour.
5. Workweek: It is expected that the PC trainee will work 35 hours per week on this project.
6. Rights in Data: The University is the owner of all intellectual property, notes, data, computations, or other information developed by the PC trainee in the course of this employment, and of any memoranda, reports, papers, or other work products resulting there from. Upon conclusion or termination of this Agreement, all such materials shall be left in the possession of the grant Primary Investigator (PI).
7. Discharge and Termination:
   1. Termination by the PI. The PC trainee serves at the pleasure of the PI, who may, at his sole discretion and without cause, terminate this agreement at any time.
   2. Termination by the PC trainee. The PC trainee may terminate this agreement by giving prior notice, as is reasonable under the circumstances (generally not less than 10 working days), to the PI.

This agreement is not in effect until all signatures have been completed.

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PC Trainee Date

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Grant PI Date