

Date: 09/25/2018

Student : Navya Suri

Student Assistantship Role: Unix Lab Monitor/Assistant

Start Date: 09/27/2018

Student Assistantship Period: AY 18-19

Stipend: 30 AED per hour

Location: Computer Science

Student Assistantship Mentor Supervisor: Thomas Potsch

Student Assistantship Responsibilities: While several of the job duties associated with this specific assistantship will evolve over time, your responsibilities as a student assistant in general include:

- Maintain full-time enrollment as a NYU undergraduate student enrolled in a credit bearing course on NYUAD campus and be in good academic standing throughout the student assistantship process.
- Arrive at the student assistantship site prepared to accomplish assigned projects and tasks and refrain from conducting personal business during service hours.
- Dress appropriately, in accordance with department dress code, and abide by the relevant policies and procedures of the department.
- Be punctual, dependable, courteous, and considerate of the department's employees and other staff.
- Resign from the position if the demands of the student assistantship impede on your academic success at NYUAD.
- The responsibility for hours worked and sign off lies between the student and hiring manager.
- The student must ensure the hiring manager is aware of the work being done and hours completed.

Weekly Schedule/Number of Hours: A student assistant's contract with a department cannot exceed 10 months. Weekly schedule will be determined by the student and their supervisor, but not to exceed 15 hours per week at any point. Student Assistants may participate in the program during January Term and Summer Term only if they are living on NYUAD campus and enrolled in a credit-bearing course. January Term and Summer Term appointments must not exceed 10 hours per week. Students who work in multiple assistantships across multiple departments must ensure the total hours worked across departments does not exceed 15 hours (or 10 hours

during January and Summer Terms). Any hours worked in excess of this will be considered voluntary hours.

A one hour unpaid lunch break should be scheduled if the student is serving six or more consecutive hours in a day. Student Assistants must be granted one 15 minute rest period for each service period of three continuous hours or more (not to exceed two rest periods per day).

Timesheets and Payment: Timesheets are to be submitted online, via the student portal, by the fifth of the month for the previous month's work. Please be sure to submit timesheets on a monthly basis and not submit multiple months of timesheets at once. Students will get paid a month in arrears. For example, September hours worked will be paid at the end of October. NYUAD student assistants will receive their stipends on their Citibank cards. Visiting NYU student assistants will be notified by payroll to pick up their stipends in cash.

Probation Period: Upon starting your position as a student assistant within a department, you are subject to a one-month probation period. This probation period allows the student assistantship supervisor to terminate the employment of a student who is not doing well at their job or is otherwise deemed not suitable for the position.

Resignations: Student assistants may resign from their position by submitting their resignation, in writing, no less than two weeks prior to the indicated last day of service.

Involuntary Terminations: It is required that departments give a two-week written warning notice prior to involuntary termination. The written warning will give the student an opportunity to be aware of and correct specific job deficiencies. The student's failure to correct the deficiencies outlined in the warning notice will result in termination of service.

Student may be involuntarily dismissed from a position if:

- The student fails to perform in a satisfactory manner.
- The student commits a major offense such as theft, misconduct, etc. (note: the two-week notice period will be waived for students who are dismissed under this category).
- Any incident involving documented misconduct may be referenced to future student assistantship hiring managers should the student apply for future student assistantship roles.

Confidentiality: Other than as necessary in the performance of your assistantship obligations under this letter, you agree to hold in confidence and not disclose or communicate any non-public information of any kind concerning any matters affecting or relating to the business of NYU, NYUAD Corporation, or NYU Abu Dhabi including, without limitation, the names or identifying information of any students. This assistantship will be governed by and construed in all respects in accordance with the laws of the Emirate of Abu Dhabi and all applicable federal laws of the United Arab Emirates as applied in the Emirate of Abu Dhabi.

Students are expected to abide by all New York University and New York University in Abu Dhabi confidentiality policies regarding student and faculty information. Students' educational records are protected under the United States of America's Family Educational Rights and Privacy Act.

Information specifically designated as Directory Information usually may be disclosed or released, but all other information regarding students, whether in hard copy, in a computerized database, email or in digitized format, is confidential and may not be disclosed or released except under the limited circumstances set forth in the [New York University Guidelines for Compliance with the Family Educational Rights and Privacy Act \(FERPA\)](#).

Student assistants are expected to familiarize themselves with the New York University FERPA Guidelines and to seek the advice of their supervisor before disclosing any information from student education records other than Directory Information, which only may be disclosed under circumstances that previously have been approved by the relevant department.

By signing this agreement, I acknowledge that I have read the New York University FERPA Guidelines and that I understand my obligation to protect the privacy rights of students and to maintain the confidentiality of faculty information and/or any other confidential information I received during this assistantship. I also understand that failure to meet my obligations will result in my dismissal from working in this role and could constitute just cause for student disciplinary action.

To indicate your acceptance of the terms and conditions outlined in this letter, please sign and date in the designated area below and return to your student assistantship mentor to also sign and date. The signed offer letter should be returned to onboarding.studentassistantship@nyu.edu no later than 09/30/2018.

Sincerely,

Student Assistantship Program

Accepted by:

PRINT STUDENT FULL NAME

STUDENT SIGNATURE

STUDENT N NUMBER

DATE

HIRING MANAGER SIGNATURE

DATE
