

08/07/2024

Offer of Fixed-Term Employment

Dear Siyu Jin,

It is my pleasure to offer you the position of Graduate Teaching Assistant with the University of Auckland, Auckland, New Zealand on a fixed-term basis. This position is in Faculty of Science and commences on 15/07/2024.

For the first 30 days of your employment, you will be covered by the terms and conditions of the relevant [Collective Agreement](#) (the Academic Staff Collective Agreement).

If you choose to join the union (or are already a member), you will be bound by the terms of the collective agreement for the duration of your employment or as long as you remain a member of that union.

After the 30 days expires, if you do not join the union, you will be covered on the terms and conditions of our [Individual Employment Agreement](#).

Your fixed-term reason, remuneration details, hours of work, and location are included on Schedule One, and your duties are as detailed in the collective.

Nothing contained or implied in this agreement creates a commitment by either party to an ongoing employment relationship beyond the end of the term of this agreement.

This offer is subject to satisfactory pre-employment checks and the University reserves the right to withdraw the offer.

This offer is subject to you holding the right to work in New Zealand at all times whilst in our employment.

You are entitled to seek independent advice about these terms of employment, and we encourage you to do so. By accepting this offer you warrant that you have had a reasonable opportunity to seek independent advice before signing.

If you have any questions regarding your appointment, please reply to your offer email to discuss with the hiring team.

You acknowledge that in accepting the offer you have provided true and correct information and not failed to disclose any matter that may have materially influenced the decision to employ you. If not, you accept this may have adverse consequences for ongoing employment.

To accept this offer, please respond to the offer e-mail and state "I accept the terms and conditions outlined in this offer". Alternatively, you can scan and send the signed contract.

Yours sincerely,



Andrew Phipps
(Director of Human Resources)

Candidate signature: Siyu Jin Date: July 9, 2024

Schedule One

Type of Employment

This is a Fixed-Term Part-Time offer

The term of this agreement shall be from 15/07/2024, and the anticipated end date is 30/11/2024, unless terminated earlier under the terms of this agreement. You will be reporting to the Head of School (Giovanni Russello).

The reason the appointment is fixed-term is to provide teaching support during the semester. Employment will terminate when the academic year or semester finishes, and this additional support is no longer required.

You will receive information on the courses you will be teaching closer to the start date.

Remuneration

You are appointed as a Graduate Teaching Assistant at Step 1 on an annual full-time salary of \$71,656. This will be pro-rated based on your part-time hours.

This contract is for a total of 105 hours, and your salary for the contract will be NZ\$3,886.30. You will be paid 10% of your gross earnings as holiday pay (in lieu of annual leave) [*in addition to your salary*](#). Your salary (including holiday pay) will be paid fortnightly in arrears by direct credit into your bank account.

Hours of Work

Your ordinary hours of work will be approximately 5.33 hours per week.

Location

The University is located on a number of campuses in Auckland and provides some services outside Auckland. The duties under this employment agreement will be performed at such campus location(s) as may be agreed and/or required from time to time. Usually the campus the Employee ordinarily works from will be the Employee's usual place of work.

The Employee also agrees to work away from their usual place of work (including remotely and/or from home) if circumstances or the proper performance of their duties so require.