

07/02/2024

Adhish Chakravorty  
2767262363

Re: Offer of Student Employment

Dear Adhish Chakravorty:

On behalf of the University of Southern California, I am pleased to offer you a student worker position in the Department of Physics and Astronomy. The hourly rate for this position is \$20.00. Hourly employees are paid on a bi-weekly pay cycle starting on Thursday through Wednesday and paid on the following Wednesday. As a student worker, you may not work more than 20 hours per week. Your work schedule and the number of hours you will work will be determined by your supervisor, though student workers are expected to work around 10 hours a week. Your expected start date of employment will be determined after you have completed the I-9. Please report to Eli Levenson-Falk at SSC 222 on your start date of 07/01/2024.

This offer is conditioned on you verifying your identity and legal authorization to work in the United States by completing and submitting INS Form I-9. A list of acceptable documents which satisfy this requirement is enclosed. Be prepared to provide the appropriate ID. If you do not, you will not be able to begin working.

**You must complete the electronic I-9 and present your documents in AHF 108 by your start date. For more information and to schedule an appointment, please visit our website : <https://dornsife.usc.edu/dornsife-payroll/>.**

#### **Job Description:**

student researcher in the Levenson-Falk lab

Pursuant to NSF policy, this offer is also conditioned on you completing the required Responsible and Ethical Conduct of Research (RCR) training. **You must complete the RCR training before you perform any work on the project.**

Should you accept this offer, your employment will require both satisfactory job performance and compliance with existing and future university and departmental policy. Your compliance with university policy includes the responsibility to respect the highest level of privacy for all members of the university community. Because many of our faculty and staff handle a variety of proprietary and private information concerning colleagues, students, patients, alumni, donors, and others associated with the university, protecting privacy is the responsibility of all university employees. Therefore, you must agree to not disclose or discuss any confidential information obtained from the university, school or departmental records, either during or after employment with the university (unless such disclosure is a normal requirement of your position and has been authorized). This includes, but is not limited to, intellectual property, proprietary trade information,



student records, patient records, donor files, payroll figures and personal data such as employee home addresses.

Student employees are not eligible for benefits. Student employees may be terminated at any time with or without cause. USC's Employer identification number (EIN) is 95-1642394.

We hope that you accept our offer to join the Trojan Family and we are confident that you will find your employment with USC and your work at Physics and Astronomy to be a rewarding experience. I look forward to working with you!

Please signify your acceptance of my offer by signing and returning to me the enclosed copy of this letter no later than 07/01/2024.

Sincerely,

Eli Levenson-Falk, Assistant Professor of Physics  
740-0163

I hereby accept employment on the conditions set forth in this letter.

Adhish Chakravorty, Student Worker  
Name and Signature of Candidate

07/01/2024  
Date

For CWSP:

Award Amount:  
Supervisor's Phone: 740-0163  
SIS Job Code: