Northeastern University

College *of* Engineering



*Department of Mechanical and Industrial Engineering*

334 Snell Engineering Ctr.

360 Huntington Ave.

Boston, MA 02115

617.373.2740

f 617.373.2921

January 13th, 2022

**Re: Spring 2022 Course Assistant/Grader (CAG) Hire Letter**

(NUID: 002199402/Program: MS - DAE/Email: /Email: liu.yanmi@northeastern.edu)

Dear Yanming Liu

The Mechanical and Industrial Engineering department at Northeastern University is pleased to hire you for a position as a **Course Assistant/Grader (CAG)** for the Spring 2022 semester. Congratulations!

**PLEASE READ THIS LETTER IN ITS ENTIRETY.**

To indicate your acceptance of this CAG position you **MUST** read, initial all indicated areas, and electronically sign this letter. We will NOT answer emails regarding information provided in this letter.

Please submit an electronic copy to Mr. Hugo Cardona at [h.cardona@northeastern.edu](mailto:h.cardona@northeastern.edu). Please submit your completed letter by **Friday, January 21st, 2022**. Failure to comply with this process may result in the loss of your employment.

It is expected that you will work 20 hours per week (*Rate: $18.00 hr*). Your assigned Course(s) and Professor(s): IE 6700, with Prof. Xuemin Jin (Contact Information: x.jin@northeastern.edu). **By signing this hire letter, you are agreeing to work the assigned amount of hours and to the general responsibilities of:** *Grading (e.g., assignments, homework, quizzes, and/or exams), providing classroom assistance, holding office hours, assisting with MIE clubs, and/or other class related responsibilities given to you by your assigned Professor.* **Please contact your assigned Professor immediately to ensure that you are aware of your CAG duties.**

In order to be hired officially by Northeastern University **you must have a valid I-9 on file**. Please confirm that your I-9 is valid, even if you have worked a prior semester at [seo@northeastern.edu](mailto:seo@northeastern.edu).

If you do not have an I-9 please **complete with process** with [Student Employment](https://studentemployment.neu.edu/). Students, please visit us in **175 RICHARDS HALL to submit your I-9 supporting documents**. NOTE: you should only meet with us to complete the I-9 AFTER you have secured an on-campus job, but before your first day of work. All student employees must complete Section 1 of the I-9 form online (find the link on [My Dashboard](https://studentemployment.neu.edu/jobx_userdashboard.aspx)) and submit [supporting documents](https://studentemployment.neu.edu/cimages/i-9%20acceptable%20docs.pdf) to an authorized representative on or before their first day of work. **Please complete this process by Wednesday, January 26th, 2022**, so that you are able to be hired. Please allow at least seven (7) business days for overall processing before making inquiries. *Failure to complete your paperwork will result in termination of your employment.*

**Note:** If you are an **International Student**, you are required to get a social security number (SSN). However, you DO NOT need your SSN to begin work. Please complete the I-9 process for hiring (see above). Once you are hired you can work with the **[Office of Global Services (OGS)](https://international.northeastern.edu/ogs/)** at **405 Ell Hall** to apply for you SSN (see [link](https://international.northeastern.edu/ogs/employment/other-topics/social-security-number/)).

\*\*F-1 students may work up to 20 hours per week in total. Please follow [OGS policies](https://international.northeastern.edu/ogs/employment/on-campus-employment/f-1-on-campus-employment/) for on-campus employment.

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| *Initial* | *Initial the left column to indicate you have read this section.* The information below is required in order to complete your I-9 form: |
| * Department: Mechanical and Industrial Engineering * Supervisor: Joyce Crain * Building: 334 Snell Engineering Center * Contact Number: 617-373-2740 * Title: Administrative Assistant * Hours: 20 * Start Date: 1/18/2022 |

|  |  |
| --- | --- |
| *Initial* | *Initial to indicate you have read this section.* Please complete your Direct Deposit Form. See [link](https://studentfinance.northeastern.edu/billing-payments/direct-deposit/). |

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| *Initial* | *Initial the left column to indicate you have read this section.* You are an hourly worker, paid bi-weekly. Therefore, you must fill out your timesheet each week in order to be paid. To access your weekly timesheet, please go to <https://studentemployment.neu.edu>, open the ‘My Timesheets’ link under the ‘Students’ tab. If you have any questions about how to submit your timesheet, please contact [Student Employment](https://studentemployment.neu.edu/).  **You must complete your timesheet by the deadline (i.e., 10:00am on Sunday mornings of each week). Failure to do so, will result in a two-week delay in being paid.** |

**IMPORTANT!** You have been assigned a specific number of hours as well as dates for your work as a MIE CAG. **You may NOT work any additional hours beyond what was assigned to you per week.** If you log more hours than you have been assigned, we will NOT process your timesheet. Any request to change your weekly hour assignment MUST be made by your assigned Professor to Prof. Ozlem Ergun ([o.ergun@northeastern.edu](mailto:o.ergun@northeastern.edu)), Associate Chair for Graduate Affairs for approval before any work is performed.

Please be ready to work on the first day of classes (1/18/2022). **Even if your hiring paperwork is processed in the system after this date**, please begin your work immediately. You are expected to work until your final day of employment 5/11/2022. If you are unable to work between these dates, please notify Mr. Hugo Cardona, [h.cardona@northeastern.edu](mailto:h.cardona@northeastern.edu) immediately. **If you are not fulfilling your expected workload, your employment may be terminated at any point during the semester.**

You **CANNOT** work beyond your last day of employment unless your assigned Professor receives approval from Professor Ozlem Ergun, Associate Chair for Graduate Studies.

Congratulations on receiving this Spring 2022 CAG appointment.

Sincerely,

![A close up of a necklace

Description automatically generated]()

Prof. Ozlem Ergun

Professor & Associate Chair Graduate Affairs

Department of Mechanical and Industrial Engineering

Department: Mechanical and Industrial Engineering

Professor or Supervisor Xuemin Jin, x.jin@northeastern.edu

Class assigned to: IE 6700,

Semester for CAG Offer: Spring 2022 Semester

**\_√\_\_ I accept \_\_\_\_ I do not accept**



**CAG Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_1/13/2022\_\_\_\_\_\_\_\_\_\_\_**