



THE UNIVERSITY OF ARIZONA

**College of Social
& Behavioral Sciences**

OFFICE OF THE DEAN

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www.sbs.arizona.edu

September 9, 2020

Jane Doe
University of Arizona

Dear Jane,

I am pleased to offer you the position of Student Office Assistant in the SBS Administration office in the College of Social and Behavioral Sciences working primarily with the SBS Business Affairs team. This position is for up to 20 hours/week (with potential for more over the summer) at the rate of \$12.00 per hour.

Your initial duties shall consist of:

- General main office clerical work
- Front desk coverage as necessary, including greeting and assisting visitors as appropriate
- Daily office deliveries across campus
- DocuWare (Scanning, Storing and maintaining records)
- (Scanning, faxing, copying, and filing documents when requested)
- Maintaining the common areas, including the mailroom and kitchen, and keeping these areas clean and organized (dusting, sweeping, washing dishes, cleaning refrigerator, etc.)
- Assisting with special SBS events as availability allows
- Assisting with office moves (cleaning offices, packing and moving boxes, etc.)
- Additional duties as assigned

If you accept this offer, your duties will begin on September 14, 2020. Continued employment with the Dean's Office in the College of Social and Behavioral Sciences and the University is contingent upon availability of funds, satisfactory performance appraisals and compliance with the University of Arizona and ABOR rules, regulations and bylaws, and other contractual obligations.

The Immigration Reform and Control Act (IRCA) of 1986 requires that you produce documents that authorize you to work in the United States. The Legal Arizona Worker's Act requires the University to use these documents to check your legal status using E-Verify, the federal on-line verification system.

To comply with these requirements, on or before your first day of employment, you must complete Section 1 of the I-9 form and present to your department original documentation to establish (1) true identity and (2) eligibility to be employed in the United States. Please contact Cynthia Malbrough at malbrouc@email.arizona.edu / 626-3859 regarding these procedures.



This employment offer is contingent upon the successful outcome of pre-employment screening checks that may be required under the University policy or Arizona Board of Regents policy 6-709. A release form to conduct this check will be made available to you after you accept this offer.

ABOR policy provides that misrepresentation of an individual's qualifications or credentials in securing employment at the University may be grounds for dismissal.

This letter constitutes the full terms of our employment offer and supersedes all other commitments This either written or verbal that may have been made to you.

This offer is valid until this September 9, 2020 letter 6, to 2019. You may indicate acceptance by signing below and returning a signed copy of this letter to me by the deadline. Please contact me at 520-626-3859 or malbrouc@arizona.edu if you have questions about the SBS Business Affairs Team, the College, the University, or the terms of this offer.

I look forward to you joining our department.

Sincerely,

Cynthia A. Malbrough
Director, Business – Finance

I accept the foregoing offer of employment:

Name

Date

Student ID # _____