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|  | A blue and yellow text on a black background  Description automatically generated | <Department Name>TEL:<408-XXX-XXXX> | One Washington SquareSan José, CA 95192-<XXXX> | EIN # 94-6001347 |  |
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|  | **The California State University:**Chancellor’s OfficeBakersfieldChannel IslandsChicoDominguez HillsEast BayFresnoFullertonHumboldtLong BeachLos AngelesMaritime AcademyMonterey BayNorthridgePomonaSacramentoSan BernardinoSan DiegoSan FranciscoSan JoséSan Luis ObispoSan MarcosSonomaStanislaus | <Date>Dear <First Name> <Last Name>:We are pleased to offer you the position of Student Assistant in the <Department Name> at San José State University. Your start date of <start date> is contingent upon receiving an Employment Verification Confirmation (EVC) email from University Personnel.This is an hourly temporary appointment that **will automatically end on** **<end date>**, unless renewed.Temporary appointments may be terminated at any time based on departmental or organizational needs, unsatisfactory performance, or other appropriate reasons. Student Assistant employment is limited to a maximum of 20 hours per week in all concurrent jobs while you are actively taking classes. This limit applies to all campus employment combined. Your pay rate will be $<Amount> per hour.Before your first day, a University Personnel representative will contact you to begin the onboarding process. This includes completing new hire forms and the federal Form I-9. You will receive an email from **Tracker I-9** prompting you to complete **Section 1**. To complete **Section 2**, you must bring **original, unexpired documents** to University Personnel to verify your identity and work authorization.If you previously worked on campus and have already completed the new hire forms, please reply to the email from University Personnel to inform them.International Students (F-1 or J-1 visas) must present their passport, I-94, I-20 (F-1) or DS-2019 (J-1), and any work authorization documents. If you need assistance obtaining a Social Security Number (SSN), please provide this letter to your advisor in the International Student & Scholar Services (ISSS) office. ISSS will help you prepare the documentation needed for the Social Security Administration. Note: If you already have an SSN, you do not need to apply again.**You may NOT begin working under any circumstances without the EVC.**You are responsible for completing employee training as assigned and required based on your role (e.g., Data Security, FERPA, Preventing Discrimination and Harassment, Title IX, Health and Safety).We’re excited to have you join the team! Contact me at <Phone Number> or <email address> with any questions.Sincerely,<Name><Hiring Manager or Department Contact>CC: <HR Contact (optional) or Hiring Manager> |  |  |