

# Conditional Offer of Student Employment

## Welcome to Maverick Country!

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Dear \_\_\_\_\_, (full legal name)

We are excited to have you join us at The University of Texas at Arlington!

We are pleased to extend a conditional offer of student employment. You'll find information in the following sections that outline the specifics of the position and the onboarding process.

▶ *Complete the Candidate Response section if you choose to accept this offer and return the document.*

## Student Employment Details

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### Position Information

Start Date (on or before) \_\_\_\_\_ End Date (on or before) \_\_\_\_\_

Handshake Job ID \_\_\_\_\_ Hours per Week \_\_\_\_\_

Job Title \_\_\_\_\_ Position Description \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Work-Study \_\_\_\_\_ Hourly Rate \_\_\_\_\_

▶ *Student employees are permitted to work a maximum of 19 hours per week while school is in session. Between sessions and over the summer if the student is not taking summer courses, students may work a maximum of 40 hours. Your specific schedule will be discussed with your supervisor. The hourly rate is for the indicated appointment period only and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize. Overtime is not permitted.*

### Other Contingent Factors

UTA is an at-will employer and nothing in this offer is intended to alter at-will status. This offer is contingent upon satisfactory completion of all pre- student employment screening requirements, including a criminal background check. Failure to successfully complete the background check will result in rescission of the offer or termination of student employment. This letter represents an initial offer of student employment; however it does not constitute a student employment contract for any specified period of time. Your student employment may be terminated at any time for misconduct, non-performance of job duties, inability to perform job duties, lack of funds, or other reasons.

Your appointment is without a fixed term and is subject to termination at the discretion of the University. The appointment is also subject to the Rules and Regulations of the Board of Regents of The University of Texas System, regental and UT System policies, the rules and regulations of the University, and applicable state and federal laws.

All UTA employees must ensure that property is returned when student employment with UTA is terminated. In compliance with state laws, note that all purchases made with University resources are and remain University property that must be returned upon resignation or termination of student employment.

## Benefits Information

This position is non-benefits eligible.

## Onboarding Information

The University uses the federal electronic employment verification system known as E-Verify for all new hires and rehires. The E-Verify system compares the information that employees submit on their Form I-9 with records maintained by the federal government and has stringent deadlines for processing verifications and penalties for non-compliance.

We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for student employment.

▶ Visit the [I-9 Process website](#) for more information about completing your I-9 employment verification.

## Supervisor Acknowledgment

We look forward to you joining our team and welcoming you to Maverick Country!

If you have any questions, please feel free to reach out to me.

Sincerely,

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Supervisor Name

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Supervisor Title

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Supervisor Signature

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Date

## Candidate Response

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My signature indicates I accept the University of Texas at Arlington's student employment offer and acknowledge that I read and understand the information presented in this letter.

I understand that my acceptance of this offer does not constitute a student employment contract.

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Full Legal Name

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Candidate Signature

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Date

▶ Return this document when complete.