



Student Media
Mailstop 2C5, The Hub Rm 1201
4400 University Drive
Fairfax, VA 22030

Dear _____,

Welcome to George Mason University!

I am pleased to confirm your employment as a (an) _____ in the
_____ Department. Your supervisor will be _____.

The stipend for this position will be \$_____ paid over _____ pay dates.

Your employment is effective _____ and is considered:

RA

RA employment is "at will" and is used to fill part-time Student Media staffing needs. You are responsible to notify all supervisors if you have multiple positions and complying with in the wage hour limits. Additional information can be found on the ACA FAQ page.

Employment Eligibility Verification (Form I-9) verifies that you are eligible to work in the United States. You will need to complete Section 1 of the I-9 form on or before the first day of employment and provide proof of identity and employment eligibility. Please log into <http://www.newi9.com/>, enter the George Mason University Employer Code 15114 when prompted, complete Section 1 of the I-9, and print the receipt page confirming completion of I-9 Management. Bring the receipt page, a copy of your welcome letter, Form I-9 Management Process Checklist, and acceptable I-9 documents with you to the NEW Center. A list of acceptable documents will be provided on the receipt page. If an international Student I-9's are completed at the International Tax Office –Fiscal Services, Alan and Sally Merten Hall Rm 4400.

If you are a Mason sponsored J-1 Student and your employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services then the Office of International Programs and Services (OIPS) at George Mason University can answer any questions you may have regarding employment authorization. OIPS Staff can be reached at (703) 993-2949.

This position may be contingent upon the successful completion of a criminal background check.

Best wishes for a rewarding experience with George Mason University.

Sincerely,

Name _____

Title _____