

Employment Contract

By signing below, you show that you have read and understood the documents "Mentor/Assistant Job Description" and "Payroll Submission Deadlines." Further, you commit to the following obligations as a Mentor/Assistant:

I will work up to 10 hours per week during the semester at the "Level 2" pay scale (\$7.25/hour) and submit bi-weekly time sheets to the Senior Administrative Assistant (102 Porter Hall) on the appropriate dates (see "Payroll Submission Deadlines");

I will negotiate the specific duties of my 10 hours per week of employment with my assigned faculty member or with the Coordinator of SAW;

I will attend class meetings (as arranged with my assigned faculty member);

I will attend all staff meetings (bi-weekly) and trainings. I understand that if I miss a meeting, my absence must be excused by the Coordinator or the Director of SAW;

I will show up for work on time. If I miss any scheduled work times, I will find another assistant or mentor to take my shift, and I will notify either the Coordinator or Director of SAW of the change;

I will carry out the duties of a Mentor/Assistant, including those listed in the job description document, and those given to me by the Coordinator or Director of SAW;

I understand that as a representative of the SAW Program, I will be expected to uphold the highest standard of professional behavior, either in the classroom or at the Weissman Center for Leadership;

I understand that my job performance will be evaluated during the course of my employment;

I understand failure to meet any of these duties and obligations may jeopardize my employment status.

I have read, and I agree to uphold the expectations and job duties in my role as a SAW Mentor/Assistant. I understand that I will be expected to adhere to these duties to the best of my ability, and I understand that continued employment is contingent on my performance in carrying out these duties.

(signature)

(print name)

(date)