On behalf of [Click here and enter department name], it is our pleasure to offer you a Graduate Staff Assistantship at Northern Illinois University. This assistantship appointment is made by the University and is contingent upon your acceptance in writing, your ability to meet university eligibility requirements of Graduate School admission, and your ability to maintain good academic standing with the institution before and throughout the effective term of the appointment. In addition, this assistantship is contingent upon availability of funds for the position and duration of the work assignment. Regulations relating to this assistantship are indicated in the enclosed “Policies Pertaining to Graduate Assistants” from the NIU *Academic Policies and Procedures Manual.*

The following additional conditions apply:

Title: Staff Assistant

Department: [Click here and enter your department or office name]

**Conditions of Appointment:**

Appt. Term: [Click here and enter term dates, e.g. August 16, 2004 – May 15, 2005.]

Hourly Stipend: [Click and enter amount]

Reporting Date: [Click here enter date employee must report. (M-F)]

Duty Requirements: [Enter all work requirements during recess or unusual hours]

Hours Per Week: [Click here and enter 10, 15, or 20 as appropriate]

Contingencies: [Click here and enter any contingencies as appropriate]

The classification (i.e. the title) of your position is contingent on the review of the job description provided by the department and is subject to updating and/or reclassification. Tuition waived for positions classified as graduate Staff Assistants is subject to taxation in accordance with the law and regulations.

As a graduate assistant, you are limited to working the number of hours indicated above. You should not be asked to work or agree to work extra hours outside of your assistantship anywhere on campus without prior approval. Approval can be obtained by submitting the Request for Extra Employment for Graduate Assistant. Graduate Staff Assistants are paid hourly and are required to submit a bi-monthly timesheet for payroll.

Please read the “Resolution Regarding Graduate Scholars, Fellows, and Assistants” available in the Academic Policy and Procedure Manual to which Northern Illinois University subscribes and with which you will be expected to comply if you accept this appointment. Under law, you must also comply with regulations pertaining to repayment of educational loans and selective service registration compliance in order to accept this appointment.

**Tuition Waiver Information:**

A graduate assistant is billed an alternative tuition rate equal to the in-state rate of tuition. An assistant also receives a tuition-waiver during the period of appointment and, if applicable, in the summer term following a spring semester appointment; the value of the waiver is calculated at $362.36 per credit hour. Tuition waivers are based on the period of the assistantship appointment. Late appointment or resignation during this period may result in liability for payment of all, or a portion of the tuition. Specific questions concerning the extent of tuition liability may be addressed to the Office of Graduate Assistantship Employment in Human Resource Services. **Please note:** The instructional charge is the only portion eligible to be waived. All other costs, to include fees, such as institutional charges and program differentials charges are the student’s responsibility to pay.

**Hiring Paperwork:**

Please note the enclosure regarding the “Immigration Reform and Control Act (IRCA) of 1986.” The IRCA prohibits the hiring of any person (including graduate assistants) for employment in the United States after November 6, 1986 without complying with the employment verification and attestation requirements which are set forth on Department of Justice – Immigration & Naturalization Form I-9. According to federal law, you must present **original** documentation that establishes both employment authorization and identity, to your employing department or the Office of Graduate Assistantship Employment at Human Resource Services, within three (3) business days of your **reporting date** stated above or risk cancellation of your graduate assistantship.

Students who enter the United States on a student visa will also need to complete the Foreign National Information Form (FNIF). This document is used to determine tax status and ensure that you have access to the available options for preferential tax treatment as a foreign national. This form is used in lieu of a Form W4, which will be generated based on the information provided. Completion of the form, along with copies of the required documents, may reduce or eliminate certain taxes that otherwise would apply. For additional information, please contact the Compliance Coordinator, Noor Harrison (nharrison@niu.edu) of Human Resource Services (815 753-6000) upon arrival on campus.

Northern Illinois University’s policy is direct deposit of monies received for employment. Authorization for direct deposit is included on the Personal Data Form in the NIU HR Onboarding portal (see below). Specific questions pertaining to this process should be directed to the Payroll Office (815 753-6000).

Your signature below indicates acceptance of this assistantship offer. This assistantship is not official until approved by the appropriate authorities of Northern Illinois University. Once approved, this assistantship appointment may be terminated in accordance with the University’s Policies Pertaining to Graduate Assistantships, or as otherwise allowed under applicable University policy or law, which includes, but is not limited to, removal for good cause.

The required forms listed below will need to be completed online via the NIU HR Onboarding portal. You will receive an e-mail communication with log in information (after you sign this contract and before you begin working).

1. Personal Data Form
2. Mandated Reporter Form
3. Ethics Training Form
4. State University Retirement System Declaration Form
5. Form I-9 (Employment Eligibility Verification) as applicable

After signing, please return this offer letter along with the enclosed forms, completed and signed:

1. Selective Service Registration Compliance Form
2. Form W-4 (Employee’s Withholding Allowance)
3. Form IL W-4 (Employee’s Illinois Withholding Allowance)

*Please return this signed contract to:*

Northern Illinois University

[Click here and enter department name]

Attn: [Click here and enter name of Depart. Chair/Graduate Director]

DeKalb, IL 60115

Sincerely,

[Click here and enter name of Depart. Chair/Graduate Director]

Enclosures:

(Policies, Resolution, IRCA, Form W-4, Form IL W-4, Selective Service Registration Compliance Form)

cc: Department file

I accept the appointment offered above.

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[Click here and enter the student’s name] Date