**Student Worker Job Offer Template**

**---------------------------------------BEGINNING OF TEMPLATE ----------------------------------------**

Hello [Student’s Name],

[Department Name] is pleased to offer you a position as a [Position Title] in the [Department/Unit/School Name] with a start date of [State Date].

The details of this position are outlined below, as well as in the attached position description—please review them closely before accepting. [Attach Position Description] By accepting this position, you agree to uphold the outlined duties and expectations.

**The deadline to accept this position offer is [Acceptance Deadline]. To accept this offer, [Instructions].**

Position Details:

* Expected weekly hours: [Insert expected number of hours per week, with minimum and/or maximum if applicable]
* Appointment start date: [Start Date]
* Appointment end date: [End Date]
* Compensation: [Hourly Rate]
* Supervisor: [Insert supervisor’s name and contact information. If currently unknown, state when the supervisor will be assigned]
* Required trainings/certifications: [Insert requirements. If none, delete this section]
* Assigned course/lab/research project: [Insert assignment. If none, delete this section]

If you have any questions about this offer or the position, please let us know.

We look forward to working with you and appreciate your contributions to our department.

Sincerely,

[Your Name]

**-------------------------------------------END OF TEMPLATE -------------------------------------------**