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|  | A blue and yellow text on a black background  Description automatically generated | | <Department Name>  TEL:<408-XXX-XXXX> | | One Washington Square  San José, CA 95192-<XXXX> | EIN # 94-6001347 | |  |
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|  | **The California State University:**  Chancellor’s Office  Bakersfield  Channel Islands  Chico  Dominguez Hills  East Bay  Fresno  Fullerton  Humboldt  Long Beach  Los Angeles  Maritime Academy  Monterey Bay  Northridge  Pomona  Sacramento  San Bernardino  San Diego  San Francisco  San José  San Luis Obispo  San Marcos  Sonoma  Stanislaus | <Date>  Dear <First Name> <Last Name>:  We are pleased to offer you the position of Student Assistant in the <Department Name> at San José State University. Your start date of <start date> is contingent upon you obtaining an Employment Verification Confirmation (EVC) email from University Personnel (UP).  ***You may NOT start working under any circumstances without the EVC.***  Prior to your first day of employment, you will be contacted by a UP representative to start the onboarding process, which includes completing the new employee forms and the Federal Form I-9. You will receive an email from Tracker I-9 to complete Section 1 of the Form I-9. Please check your email for further instructions. In order to complete Section 2 of the Form I-9, you will need to provide original and unexpired documents in person for verification of identity and work authorization. If you previously worked on campus and have already completed the new employee forms, please inform UP by responding to the email sent to you.  Please note that if you are a "Non-Resident Alien" you will be required to present the following documents for tax processing purposes:   |  |  | | --- | --- | | * Passport * I-94 | * I-20 (F-1 students), DS-2019 (J-1 students), Employment Authorization Document (EAD) |   If you are an F-1 or J-1 student and need assistance with obtaining a Social Security Number (SSN) from the Social Security Administration (SSA), you will need to provide this letter to your advisor in the International Student and Scholar Services (ISSS) office. Please contact ISSS with any questions that you have regarding obtaining the SSN. Please note that an SSN is issued once and is good for life, so if you already have an SSN, you do not need to go through these steps.  If you need assistance with obtaining a Social Security Card (SSN) from the Social Security Administration (SSA), you will need to provide this letter to your advisor in the [ISSS](https://www.sjsu.edu/isss/index.php) office. Please contact them with any questions that you have regarding obtaining the SSN.  Every person working for SJSU, including all student employees, is required to take a basic set of courses (CSU Learn Trainings) that are assigned based on their job position. This training is mandated as a result of either legislation or system-wide executive orders. These courses have to be taken within the first 30 to 60 days of employment. You will receive emails to your SJSU email to start the training.  Your appointment as a Student Assistant will be part-time, not to exceed 20 hours per week, in all concurrent jobs, during an academic term. This appointment is subject to renewal and carries no commitment of permanent status. Your compensation will be $<Amount> per hour.  We are pleased that you have indicated your acceptance of this offer. If you have any questions, please feel free to contact me via phone at <Phone Number> or email at <Email Address>.  Sincerely,  <Name>  <Hiring Manager or Department Contact>  CC: <HR Contact (optional) or Hiring Manager> | | | | |  |  |
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|  | A black and white logo  AI-generated content may be incorrect. | | | Revised 02/13/2025 | | | |  |