

Updated
11/2023

A Guide to Wabash College Student Employment

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WABASH COLLEGE | 301 W. Wabash Ave., Crawfordsville, IN

Preface	2
Overall Policy Direction	2
Position Descriptions	2
Pay Scale & Raises	3
Posting Positions	3
Requesting New Positions	4
Hiring Students	5
Multiple On-Campus Job	7
Hours & Work Schedules	7
Campus Earning Limits	7
Working During Breaks	8
Timecards	8
Timecard Proxy	9
Payroll	11
Position Evaluations	11
Absenteeism, Warnings, & Termination	13
Voluntary Departure	13

WISE (Wabash Internships and Student Employment)	The umbrella term used for any on-campus student employment position; most commonly used to refer to students who have FWS or WSE eligibility
FWS (Federal Work Study)	Calculated and awarded from the Financial Aid office; funded by Federal dollars
WSE (Wabash Student Employment)	Work study calculated and awarded from the Financial Aid office; funded by Wabash dollars
WISE Worker	Employment management system located in MyBash, only accessible to approved users.
Wabash Self-Service	Timecard management system located in MyBash
Community Partner	Non-profit student employment partner in Crawfordsville, approved by the WISE Office

Overall Policy Direction

Student employment is funded from college resources and is centrally budgeted for all generally-funded positions. Starting August 2021, all students are eligible to work in on-campus student employment; only FWS students are packaged through Financial Aid.

Federal Work Study (FWS) funds have the most restrictive requirements for student employment and represents a significant income to the College, which is why Senior Staff has approved student employment to follow Federal Work Study guidelines, whether it be FWS or WSE. The conformance with Equal Opportunity Employment requirements guides all employment at the College.

Position Descriptions

Federal regulations mandate the college maintains up-to-date student job descriptions. All descriptions will be submitted to Professional Development for review and approval using the provided template. Only one pay rate per position title can be selected; any submission with multiple pay rates selected will be returned for revision. (See Pay Scale)

The job description should be unique to the position title; two different position titles cannot use identical descriptions. The job description should give the candidate a holistic idea of what the job encompasses. If there is a specific project(s) the student is responsible for, that should be clearly stated. If you anticipate the job duties may change over the academic year, include "Other duties as assigned."

Qualifications cannot be discriminatory or excessively restrictive. For example, it cannot say, "Student must be a Wabash football player." It can say "Student must have knowledge of football rules/regulations." If the job requires a special skill set, that should be clearly stated. Due to the nature and knowledge needed for academic positions (i.e. tutors, preceptors), phrases like "Must have passed Course XXX with a B or better" are acceptable.

A recommendation can be listed as part of the application process, but must be attainable for any

\$7.50	General entry level
\$8.00	Moderate level of responsibility/training
\$8.50	High level of responsibility/training
\$9.00	Highly skilled or trained in at least two areas/functions
\$9.50	Subject or area matter expertise/training
\$10.00	Highly skilled with supervisory requirements
\$12.00	Federal Work Study community positions only

Raises occur at the beginning of a new academic year and are directly tied to positive position evaluations. Raises are managed by the Business Office. A raise will be exactly \$0.25 for a student returning to his previous position, who has received an average ranking of 3 or better in all position evaluation(s) from the previous academic year. The student is not penalized if no evaluation is completed by the supervisor.

\$10.00 per hour is the highest pay rate during the academic year of on-campus employment. Even with multiple raises in the same position, the student cannot exceed \$10.00 per hour.

Community Partners

All Community Partner positions have a base pay of \$10.00, with an additional \$2.00 per hour rate to offset the cost of travel and vehicle maintenance to their community location. The Reading Tutor position is crucial to meeting Federal Work Study guidelines for funding each academic year. All community positions follow the same pay raise schedule, requirements, and raise rate as on-campus positions.

Posting Positions | General

All positions are posted in a central location, Handshake. Handshake, the Career Services job posting platform, is considered the main advertising location for student positions and should be used accordingly.

Positions are posted for a minimum of 3 days, per Wabash College Human Resources practices, but for a default of 30 days. After 30 days, the position may be renewed by contacting Career Services. Should a position be filled before the 30 days, it can be expired early by contacting the Associate Director of Professional Development.

All positions are posted in Handshake as NOT Work Study eligible so all students have access to apply. It is anticipated most students awarded FWS will support a portion of their educational expenses with a campus job available to them as part of their financial aid package. Therefore, any FWS student who applies for an on-campus job should be given priority in hiring if they meet the minimum qualifications for the job. Need-based, for Wabash College, is defined as FWS. (See Hiring Students)

The position's direct URL will be provided to supervisors, or other faculty and staff, upon request. Students who access the URL will be able to find the position more quickly. Students can be encouraged to apply to a position, but **g T TT g T** Promising of any position breaks Federal Work Study and NCAA guidelines.

Handshake will automatically send the applications to the indicated supervisor(s) as students apply. The applicant packet email is generated directly from Handshake.

Community Partners

All positions in the Community are considered and called Community WISE Positions. Off-campus Community Partner positions are available only to U.S. citizens with a need-based component (FWS). In the best interest of retaining government funding, students with a WSE allocation type are not eligible to work in the community unless a unique situation arises; this requires review and approval from the Associate Director.

Due to Visa work restrictions, international students are not eligible for Community Partner positions. International students (non-resident aliens) may not work off campus unless they have applied for and received work authorization from the United States government. An F-1 visa does not give work authorization.

The same format will be used for all Community WISE positions.

Here is an example for all postings:

Job Title: Carnegie Intern (Carnegie Museum)
Employer: Wabash College
Division: Community WISE

All application documents are sent to the Associate Director and direct community supervisor to assist in promoting the hiring of FWS students. Hiring decisions are to the discretion of the community supervisor.

Requesting New Positions

Each position is individually created based on department needs and with approval of the Associate Director of Professional Development. Students are not allowed to work in an unauthorized student position for any campus department, office, or student organization.

To request a new position, send a completed Job Description (See Attachment A) with the reason of need to the Associate Director of Professional Development. The Associate Director will normally notify the supervisor/s of the decision within 48 business hours. If approved, the Associate Director will create the position in WISE Worker following the "Position Descriptions" and "Posting Positions" guidelines.

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Hiring Students | General

All positions on campus are FWS and WSE eligible, the College has used FWS guidelines for all student employment positions on campus, whether it be FWS or WSE.

It is anticipated most students awarded FWS will support a portion of their educational expenses with a campus job available to them as part of their financial aid package. Therefore, any FWS student who

applies for an on-campus job should be given priority in hiring if they meet the minimum qualifications for the job. Need-based, for Wabash College, is defined as FWS.

All students must reapply each academic year for their desired job(s). A student must apply to the position in Handshake, before he can be hired or rehired to it. If there is a hiring request, but no Handshake application, the supervisor will be notified and no additional actions will be taken until the student completes the application process. The supervisor will need to renotify the Associate Director once the student applies in Handshake.

It is required that supervisors conduct a phone or in-person interview with any new hire. It is strongly suggested that supervisors conduct the same for a rehire student, but e-mail correspondence is accepted. Supervisors are responsible for communicating with and screening applicants and then notifying Associate Director or the designated building staff member of their hiring decision.

Once notified of the decision, the designated person will hire or rehire the student in WISE Worker to the position. The Associate Director will review and approve all WISE entries to ensure best budgetary use of student allocation; this approval also starts the offer email sequence. The initial offer email will be sent to the supervisor and the student. The student reviews the offer in WISE Worker and can accept or decline the offer. An email will be sent to the supervisor and Associate Director indicating the student's decision. The Business Office will complete the hiring from WISE Worker; no "Pending" offers will be processed, only "Accepted" offers. The Business Office must have all required documents to add a student to payroll (I-9, identification, direct deposit). If any documents are missing, the Business Office will contact the student directly and copy the supervisor.

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Community Partners

Before a Community Partner can hire a student, the College must have an up-to-date Community Partner Agreement on file. The agreement must be updated for each academic year the partner participates. The Associate Director of Professional Development will work with the Community Partner to get the signed agreement. The agreement will be shared with the Business Office for final signature from the Chief Financial Officer and Treasurer. The Business Office will keep an electronic copy, while the physically signed copy will be housed at Professional Development and Financial Aid.

International Students

International students new to working on-campus may need assistance in obtaining a U.S. Social Security Number. After hiring your student, he may bring you a form to help in this process. (See Attachment D)

The student completes the small area at the top, as indicated. Then you, the student's supervisor, completes the middle section of the form and signs off in the lower, left-hand side. Finally, the student will take the completed form to Amy Weir in the International Center, and Amy will complete the signature on the lower, right-hand side. She will help the student

with the remainder of the application to the U.S. Social Security Agency. **T T**
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F-1 visa students are automatically allowed to work on Wabash’s campus. This employment benefit is incidental to their F-1 status. F-1 students do NOT have authorization to work off of Wabash’s campus. If that topic ever comes up as you speak with an international student, please direct him to Amy Weir, so she can talk to him about the process of applying for off-campus employment authorization.

If you’re not sure whether the student you are hiring is classified as an F-1 international student (for instance, Wabash also enrolls US Permanent Residents, DACA recipients, etc.), please contact Amy Weir. She’ll be happy to clarify.

Multiple On-Campus Jobs

A student can hold multiple positions on campus. A student, no matter how many jobs he holds, must adhere to the combined hourly maximum of 20 hours per week and cannot exceed his total earning limit (See Campus Earning Limits). Freshman are highly discouraged from having more than one job during their first semester.

Students with multiple jobs should make their supervisors aware during the hiring process. If a supervisor has questions about a student holding multiple positions, contact the Associate Director of Professional Development.

Hours & Work Schedules

A job’s duration may last one academic year, one semester, one month, or one hour. Whether students are hired to host parties, sell tickets, hang-up publicity posters, research, create websites, or monitor entrances, they must be paid through WISE and the Business Office (See Payroll and Compensation).

Supervisors are expected to establish work schedules with student employees. A schedule of set hours by semester is the best practice for most jobs. In some cases, it may not be possible to schedule hours for an entire semester. Some supervisors may have special projects or peak periods when they wish to schedule students for concentrated blocks of time. Supervisors must consider student employees’ academic and extracurricular workload when determining work schedules.

Student employees should inform their supervisor of any known conflicts that may prevent them from working. Per federal regulations, students are not permitted to work during times they are scheduled to attend class. Even if class is cancelled for the day, students cannot work during that time; this directly violates Federal Work Study regulations. Therefore, supervisors are encouraged to obtain a copy of their employees’ class schedules for reference when scheduling. Supervisors should also consider the work schedules of other jobs that may be held.

Students working for athletics sports cannot clock travel time with the team as paid work time. Time on the travel bus should be used to keep up with academic workload while away from class. Like while working with the team on-campus, the only time that should be clocked is when actively performing job tasks.

The suggested number of hours per week for Freshmen is approximately 10 hours per week, across all worked positions. Upper classmen and international students should never work more than 20 hours per week while classes are in session. Work hours can be increased during college breaks (See Working During Breaks).

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Examination periods (finals week) are considered part of the academic year. Although students are expected to work during these periods, supervisors may offer flexibility with student schedules, if necessary, so that each student will have adequate opportunity to prepare for examinations.

Campus Earning Limits | General

The College caps the earnings of all students to protect job equity and accessibility, as well as keep academics and extracurricular activities the primary focus of the student body and to comply with federal law surrounding financial aid award distribution. For FWS, the Financial Aid office determines limits on an annual basis; however, individual limits are subject to change for various reasons. WSE earning limits are determined on an annual basis and do not carry over from academic year to academic year.

FWS students can locate their earning limit on their Financial Aid Award Letter. Students go to MyBash>Self-Services>Financial Aid>Award Letter. Students should split their earning amount evenly between semester. Example: the student is allowed to work up to \$3,000. He should work no more than \$1,500 in the Fall semester. In the Spring semester, he can work the additional \$1,500 and any carried over from the Fall.

Basic calculation for workable hours per week through the academic year (this is an approximate):
Total Earning Power ÷ 30 weeks ÷ Hourly Rate

Students studying abroad for a semester will only be able to earn half of their packaged earning amount. Students cannot work during their study abroad experience or the semester of the study abroad experience, even if the student returns to campus before the program starts.

Monitoring earnings is a joint responsibility shared by the student, the supervisor, the Business Office and Career Services. However, the student is primarily responsible for adhering to his limit.

Bi-weekly emails will be distributed from the Business Office to all students with FWS and WSE and their supervisor(s). Additionally, students can track their up-to-date earning total in Self-Services by going to MyBash>Self-Services>Employee> Earnings Statements. The gross (pre-tax) earning is what counts towards the total earning limit, not the after-tax earnings. Students and supervisors can also use the online WISE Earnings Tracker: <https://www.wabash.edu/apps/wiseworker/>, which is updated automatically with each payroll. Hours clocked but not yet paid out are not factored into the earnings.

If a student over earns or expects to over earn, the supervisor should contact the Associate Director of Professional Development as early as possible to discuss alternatives. If an increase cannot be given, then the student must reduce his hours or resign from his position(s).

General questions regarding earning limits may be directed to the Associate Director of Professional Development. Very specific questions about FWS packages should be directed to the Financial Aid Office.

Working During Breaks

Breaks include: Fall, Spring, and Winter breaks. Summer is not a break recognized by WISE. Students cannot work more than 8 hours per day and cannot exceed 40 hours per week. However, 37.5 hours per week is the normal estimate due to office closures for lunch.

Only positions essential to the colleges function will be staffed during Winter Break. Many of the positions are in Trippet, Lilly Library or the Allen Center. Supervisors looking to have student workers during Winter Break should contact the Associate Director of Professional Development. Money earned during Winter Break does count toward earning cap for the Fall Semester and the academic year total earning limit.

Timecards | General

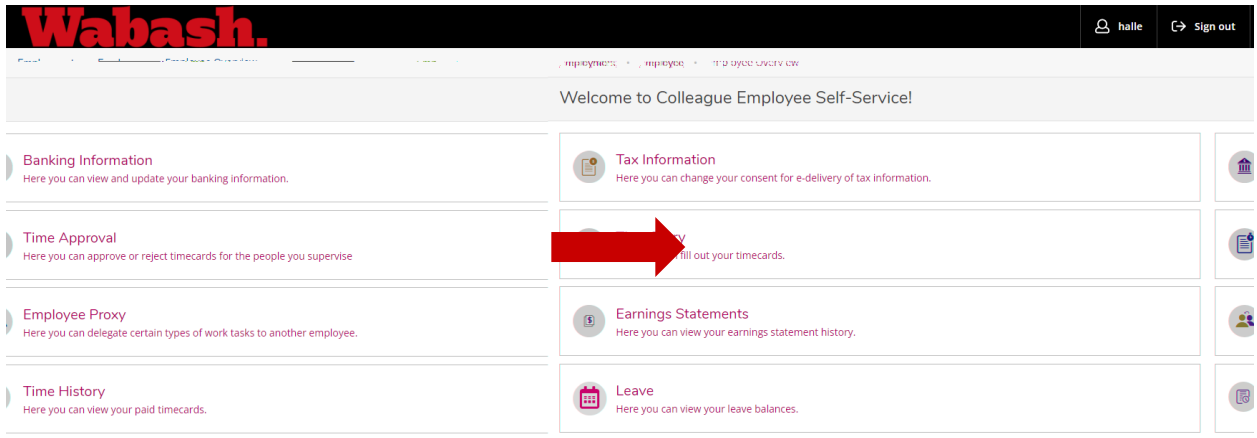
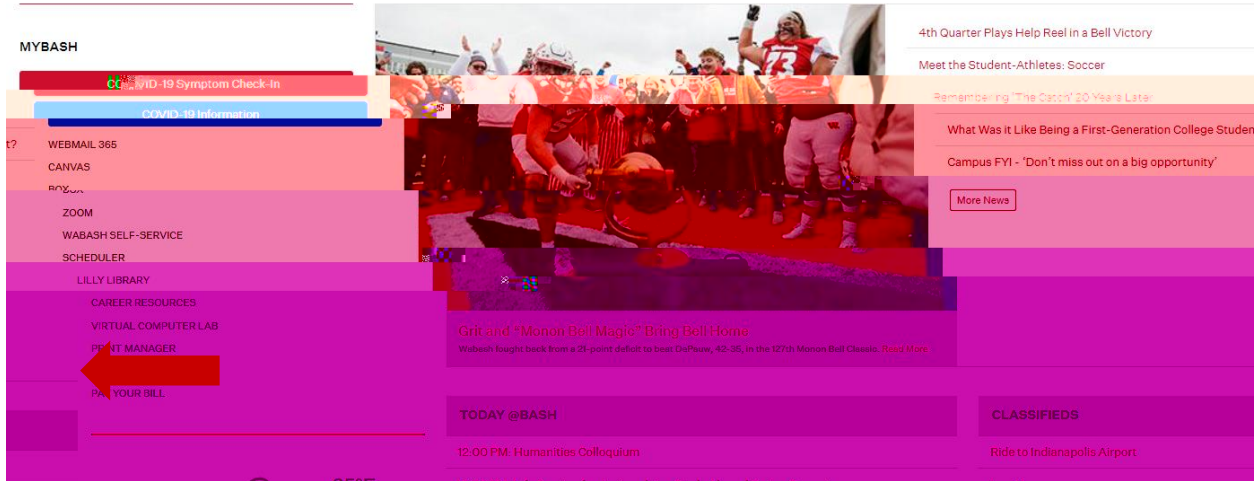
Students and supervisors are responsible for completing, reviewing, and submitting time records according to the Wabash College Pay Schedule. Should a student miss a clock in/out, it is the student's responsibility to notify the supervisor of the correct timestamps. The supervisor must make any edits, as the student cannot.

Students should clock in and out each shift on the designated on-campus computers. The timecard can be accessed by going to MyBash and selecting Timecard on the far-left side. Students must record their hours for their respective job(s) for the appropriate pay period.

If clock in/out location is unrestricted for a position code, the student can use a mobile device. The use of unrestricted timecard access is up to the discretion of the Associate Director of Professional Development; supervisors must speak with Career Services directly before the Business Office will change any position code to unrestricted. To avoid system errors, whatever device the student uses to clock in is the device that should be used to clock out.

Supervisors will receive email reminders generated from the Business Office for the bi-weekly timecard approval. Supervisors must approve submitted time sheets in the Self-Service system by 3:00 pm EST on the published deadlines to ensure that students are paid according to the pay period in which they worked. No wage advances or special checks may be issued and students are not allowed to purposefully accumulate and submit time sheets for multiple pay periods at one time.

Supervisors access the assigned timecard by going to MyBash.edu>Wabash Self-Services>Employee>Time Approval. To edit a student timecard, select the student and choose View.



Community Partners

All students working in a Community Partner position will be assigned to the Associate Director of Professional Development, due to the timecard @wabash.edu restriction. Should a student miss a clock in/out, it is the student's responsibility to notify the Wabash supervisor of the correct timestamps. The supervisor must make any edits, as the student does not have access.

The Community Partner will be responsible for the direct supervision of work performed and will provide to the College bi-weekly time reports indicating the total hours worked each week in clock time sequence and containing the supervisor's certification as to the accuracy of the hours. The Associate Director of Professional Development will use these supplied time reports

to compare and verify against the student's electronically submitted hours worked. Because Community Partner positions are off campus, all positions will be set to unrestricted for the electronic clock in/out location. The student is required to do both the paper and electronic timecard to be in compliance with the position.

The Associate Director of Professional Development will forward bi-weekly timecard email reminders to all Community Partner supervisors. Community Partners are expected to provide, at minimum, a scanned image of the student's timecard by noon on the Monday of payroll week. All signed, physical paper timecards should be retained for pick up or mailed directly to Career Services.

At the beginning of each academic year, the Community Partner will be provided a Payroll Cycle for the year and the timecard template (See Attachment C).

Timecard Proxy

Colleague allows for one supervisor to be assigned per position. A supervisor does have the option to assign a proxy for the timecard process. The feature is beneficial for (i) vacation or other out office instances and (ii) if you have a student manager who is responsible for timecard corrections. The proxy can be another Wabash staff/faculty member or a trusted student. The timecard proxy will be able to see ALL timecards you approve, not just a specific position.

To assign a proxy, log in to Wabash Self-Service and select Employee. Choose Time Proxy> Add Time Approval Proxy. In the search bar, find and select the desired person. Proxies can be assigned for a specific duration or left with an open-ended date.

Wabash. Employee Self-Service Home - V

https://webservice.wabash.edu/Student/HumanResources/Home

Wabash. morinr Sign out Help

Employment > Employee > Employee Overview

Welcome to Colleague Employee Self-Service!

Employee Proxy
Here you can delegate certain types of work tasks to another employee.

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https://webservice.wabash.edu/Student/PersonProxy/EmployeeIndex

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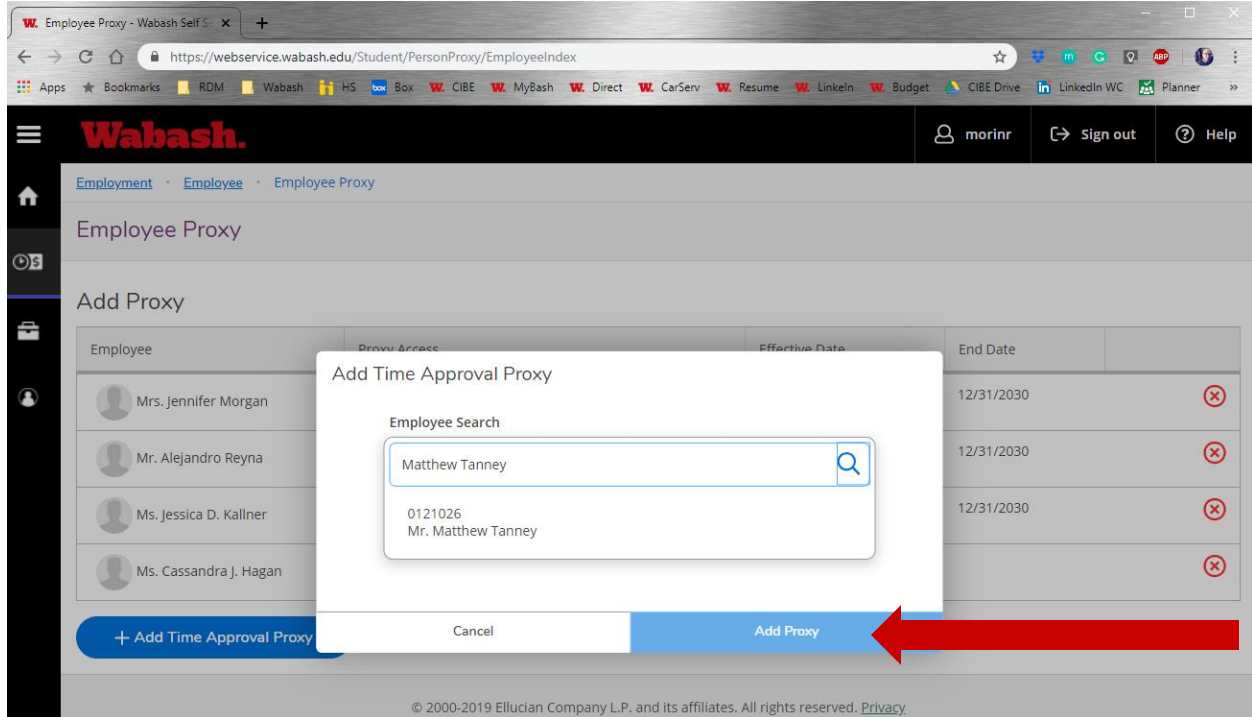
Employment > Employee > Employee Proxy

Employee Proxy

Add Proxy

Employee	Proxy Access	Effective Date	End Date	
Mrs. Jennifer Morgan	Time Approval	1/3/2019	12/31/2030	⊗
Mr. Alejandro Reyna	Time Approval	1/3/2019	12/31/2030	⊗
Ms. Jessica D. Kallner	Time Approval	1/3/2019	12/31/2030	⊗
Ms. Cassandra J. Hagan	Time Approval	7/29/2019		⊗

+ Add Time Approval Proxy



Payroll

The Business Office will complete the hiring from WISE Worker and add the student to payroll. All student jobs are paid through the college's Business Office.

A job's duration may last one academic year, one semester, one month, or one hour. Whether students are hired to host parties, sell tickets, hang-up publicity posters, research, create websites, or monitor entrances, they must be paid through the WISE program and the Business Office.

The Business Office must have all required documents to add a student to payroll (I-9, identification, optional direct deposit). If any documents are missing, the Business Office will contact the student directly.

All student employment positions follow the same bi-weekly pay cycle determined by the Business Office. (See Timecards)

Position Evaluations | General

Evaluations are conducted each semester. Students who work a minimum of 30 hours in a position are eligible to complete their self-assessment. After the self-assessment is completed, the supervisor will be notified via email to complete their assessment. Supervisors can see their complete list of workers and statuses in WISE Worker: <https://www.wabash.edu/apps/wiseworker/>.

All available evaluations should be completed by the deadline, as this directly impacts a students' raise eligibility in the next academic year. If the student does not complete a self-assessment, but the

supervisors wishes to complete an assessment, the supervisor can proceed without the student's input but the student will lose the ability to complete the self-assessment.

After completing the evaluation, schedule a time to meet with the student worker; the system does not notify the student during this phase. The evaluation can be viewed and printed by the supervisor after the initial submission. It is expected that the supervisor meets in person with the student to review the evaluation. After meeting with the student, the supervisor must complete the process by revisiting the evaluation and checking the "I have met with my student employee to review his evaluation," box and click "Send to student for signature". The student will then be automatically notified by email to provide any additional comments.

Students do not have to sign the evaluation to receive their raise. As long as a student has received an average of 3 or above and is returning the same position, he will be granted the \$0.25 raise. (See Pay Scale & Raises)

Community Partners

Because Community Partner supervisors do not have access to the WISE Worker App, the Associate Director of Professional Development will facilitate the distribution and recording of student evaluations. Once the student has totaled 30 or more hours in the semester, the Associate Director will send a Word document version of the evaluation to the Community Partner supervisor.

The direct supervisor will complete the document and schedule a time to meet with the student worker to review it. The student does not need to make any written comments, because he will receive the electronic notification to provide comments. The evaluation will be returned it to the Associate Director as quickly as possible or three days prior to the deadline, to allow for processing. The Associate Director will transcribe all of the supervisor's ratings and notes into WISE Worker and choose "I have met with my student employee to review his evaluation," box on the direct supervisor's behalf. Click "Send to student for signature". The student will then be automatically notified by email to provide any additional comments.

Absenteeism, Warnings, & Termination

Indiana is an "employment-at-will" state. The college depends on its student employees to be reliable and conscientious. Repeated negligence such as absenteeism, tardiness, time sheet abuse, or lack of job performance will result in warnings or even dismissal.

If illness or some other unavoidable circumstance prevents attendance at work, the student employee must notify the supervisor as soon as possible. It is the student employee's responsibility to find an approved substitute if the supervisor has supplied a list of names for that purpose. Continued absenteeism is cause for disciplinary action or dismissal.

Most job-related difficulties or misunderstandings can be worked out between the individual student and the supervisor. Generally, a conversation between the student employee and the supervisor should be the first course of action. If that conversation or subsequent conversations prove unsuccessful in modifying the problem, the supervisor can consult with the Associate Director of Professional

Development. If conversations continue to prove unsuccessful, the supervisor has grounds for dismissing the student. The Associate Director of Professional Development should be notified before the dismissal of a student. The WISE Office will notify the Director of Human Resource and request the Business Office remove the student from the position timecard. Supervisors may consult with the Associate Director of Professional Development at any time for support around student disciplinary procedures.

Students are encouraged to speak with their supervisor first with regard to job related issues. However, they may also seek support from the Associate Director of Professional Development at any time.

Students dismissed for valid and documented reasons may not be allowed to work on campus for the remainder of the academic year.

Voluntary Departure

Indiana is an “employment-at-will” state. Students can leave a position at anytime for any reason. Students are expected to provide the supervisor with sufficient notice, the standard being two weeks.

Supervisors should notify the Associate Director of Professional Development when a student ends their employment in a position. Providing the student’s written notice is preferred for in-office record keeping. The Associate Director will notify the Business Office to have the student’s timecard turned off for the position.

In the spirit of real-world professional development, the WISE Office does utilize an exit survey for feedback. The Associate Director will email the survey link to students who voluntarily leave a position. All feedback is confidential to the WISE Office.

Position Title		
Proposed Pay Rate Per Hour <i>(to be approved by Professional Development)</i>	<input type="checkbox"/> \$7.50	General entry level
	<input type="checkbox"/> \$8.00	Moderate level of responsibility/training
	<input type="checkbox"/> \$8.50	High level of responsibility/training
	<input type="checkbox"/> \$9.00	Highly skilled or trained in at least two areas/functions
	<input type="checkbox"/> \$9.50	Subject or area matter expertise/training
	<input type="checkbox"/> \$10.00	Highly skilled with supervisory requirements
	<input type="checkbox"/> \$12.00	Federal Work Study community positions only
Start Date	Click or tap to enter a date.	
End Date	Click or tap to enter a date.	
Work Days & Hours		
Semester (FA/SP or both)	<input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring	
# of hours needed per semester for position		
Estimated # of students needed		
Department / Office		
<p align="center">Job Description / Duties NOTE: Higher levels of responsibility warrant a higher Pay Rate. Please be specific.</p>		
<p align="center">Qualifications</p>		
Application Due Date	Click or tap to enter a date.	
Supervisor		
Email		
Phone		
Alternate Supervisor		
E-mail		
Phone		
Cover Letter? Select (NOTE: An approved resume and Schedule are always required for WISE positions)	<input type="checkbox"/> Required Cover Letter <input type="checkbox"/> No Cover Letter Required	

The following Department Student Employment position has been approved:

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T	Click or tap to enter a date.
T	Click or tap to enter a date.
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E gg	DSE

Please add the following students to the position:

ID#	Full Name	Class	Email	DSE AMOUNT

Approved by: _____ Date _____
 Dean of the College Office _____

OR

Professional Development Office _____ Date _____

To: The U.S. Social Security Administration

The following student is in F-1 non-immigrant status at Wabash College. This student has been offered on-campus employment (see details below) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 214.2(f)(9)(i).

STUDENT INFORMATION—TO BE COMPLETED BY STUDENT

First Name _____ Middle Name _____
Last Name _____ Date of Birth: _____
Month Day Year

EMPLOYMENT INFORMATION—TO BE COMPLETED BY HIRING DEPARTMENT/ SUPERVISOR

Name of hiring department/office: _____
Address of employment: _____
Position/job title: _____
Brief description of job duties: _____

Employer Identification Number (EIN): 35-0868202

(Anticipated or actual) employment start date: _____

(Anticipated) hours per week: _____

Sincerely,

Hiring Department/Supervisor (Signature)

Hiring Department/Supervisor (Printed Name)

Title of Supervisor

Date

Sincerely,

International Center Staff (DSO)

Staff (Printed Name)

Designated School Official
Telephone: 765-361-6078

Date