

Employment Offer Form

We are excited to offer you a position with Roger Williams University! As a reminder, you are not permitted to work more than 20 hours per week during the school term. This 20-hour limit includes hours spent with other employment at RWU as well as this position offer. Please plan your schedule with your supervisor(s) accordingly.

Dear _____,

We are pleased to offer you a position with _____.
We would like your employment to start on _____. Your position title will be _____
and your duties will include _____.

If you would like to accept this position, please contact me. If you are an international student without a social security number, you must also contact the International Student & Scholar Services office to receive instruction on how to obtain your social security number. **You must obtain a social security number before you are able to begin working.**

Please let me know if you have any questions.

Sincerely,

Supervisor's Full Name

Title

Phone

E-mail