



Community. Diversity. Leadership.

Employment Agreement

Name:	Email:	Phone #:
Job Title:	Start & End Date (end by 6/30/2016):	MIT ID (if applicable):
Student Organization:		Cost Object (Main Account Number):
Monthly Rate of Pay*: \$		Total Financial Commitment: \$
Authorization (Name):		Signature:

*Payment will begin on the last day of the month following the start date and will end on the last day of the month following the end date. For multi-month terms of employment, payment amounts should be equal.

Position Overview:

In this section, provide a brief, high-level overview of the position.

Principal Duties and Responsibilities (Essential Functions):**

Describe the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on first. If possible, include the percentage of time that will be spent on specific duties. Also, please attach employee's resume when submitting the form to SAO.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in the job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

***Agreement to the terms of this position requires the submission of an I-9 Form, a W-4 Form, and a Direct Deposit Form (optional). Must be legally authorized to work in the US. No work visa sponsorship is provided. All forms are available on the Student Activities Office Website (<http://studentlife.mit.edu/sao/finance/forms>).

****All employment forms (i.e. W-4, I-9) **must** be completed before employment start date.