

Department letterhead

FACULTY ADDITIONAL EMPLOYMENT

Harry Potter

Description of Duties:

Will be working as an advisor for the College of Hogwarts incoming Graduate students. Will respond to email inquiries and calls. And will provide some administrative support for the admissions office as needed.

Or

- Advising for the College of Hogwarts
- Respond to email inquiries and calls
- Some administrative support as needed

Project Timeframe:

01-01-2024 to 05-30-2024 Or Spring 2024 (Both formats are acceptable)

Project Compensation Amount and Frequency:

Monthly payment of \$xxxxx.

Confirmation of Pay Schedule

This is a monthly payment effective XXXX and will end on XXXX.

APPROVED:

Approver's name

Date

Approver's title