




California State University, Fullerton • TSU 218 • 800 N. State College Blvd. • P.O. Box 6828 • Fullerton, CA 92834-6828

December 11, 2013

Christina Medina


Re: Offer of Employment

Dear Christina:

I am pleased to offer you the position of Information Services Manager, effective January 2, 2014.

For your reference, I have attached a job description which outlines the specific duties for the position we are offering you. Also listed below are employee benefits and other specifics of your employment.

1. Your responsibilities will be those outlined in the enclosed job description.
2. Your monthly compensation will be in the amount of \$3593 and you are classified as an Exempt employee. Your first twelve months in this position is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time. As indicated on the application, your employment will be at-will, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
3. Benefits include accrual of 6.67 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program the first day of the month following your effective date of employment.
4. Our offer to hire you is contingent upon your submission of satisfactory proof of your identity, your legal authorization to work in the United States and your Social Security Card. If you fail to submit this proof, federal law prohibits us from hiring you. Your employment is also subject to a background and reference check & pre-employment screening.
5. Although your initial assignment is in the Information Services department, you may be transferred to another department, as business needs shall dictate.
6. Following our receipt of your acceptance and completion of #4 above, this position shall commence on January 2, 2014.

If you agree with and accept the terms of this employment opportunity, please sign below and return this letter to our office. We are hopeful that our business relationship will be successful and we look forward to having you work with us.

Sincerely,



Fred J. Sanchez
Executive Director

Accepted by: 

Date:

12/11/13

cc: Carol McDoniel, Associate Director TSU