

**COLUMBIA UNIVERSITY**  
**ACADEMIC SUCCESS PROGRAMS**  
**SUMMER BRIDGE PROGRAM**

**CONTRACT OF EMPLOYMENT**

**Job Title: Tutor**

**Specific Responsibilities:**

- Tutor pre first-year students;
- Complete weekly student evaluation forms;
- Attend orientation and weekly staff meetings;
- Other tasks as assigned

**Duration of Contract: July 8, 2019 - August 6, 2019**

**Dates and Times: Sunday through Thursday, 6:15 pm to 8:15 pm, and weekend/weekday sessions as assigned.**

**Hourly Wage: \$18.00 per hour (not to exceed 10 hours per week)**

**Number of payments: 2**

*Note: Dependent on timely submission of Employment Eligibility Verification documentation and Employee's Withholding Certificate (Form W-4).*

Tutors are an integral part of the Summer Bridge Program and must be in good academic standing.

**I understand that if found in violation of job responsibilities or engage in inappropriate workplace behavior this contract can be terminated. I understand and agree to the aforementioned terms of this contract.**