



February 10, 2021

Office of the  
Provost and Executive Vice President  
108 Administrative Building  
1001 Campus Delivery  
Fort Collins, Colorado 80523-1001  
(970) 491-6614  
[www.colostate.edu](http://www.colostate.edu)

Dear Steven Schaeffer:

I would like to thank you for submitting your request(s) for the **COVID-19 Teaching & Research Student Employment Initiative** to hire student assistants to support your teaching and research efforts.

I am happy to inform you that your request for **\$1,300.00** in SP21 is approved. Cheyenne Hall will work with your budget officer on accessing the funds.

Here is additional information to assist you in hiring the students you requested. Please forward this to the department or unit completing the hiring – they will do this locally.

1. If you have students already employed that you would like to hire, please do so.
2. If you would like to search, please see the attached job descriptions for TEACHING SUPPORT and for STAFF SUPPORT. These templates have been approved, and you can use them to post directly. You will need to fill in the yellow highlighted areas. If you want to tweak them, they will need to be approved. I am also attaching a PDF sheet to overview the duties that will trigger a background check, so you can use this in your planning. Please contact [Career\\_CampusEmp@colostate.edu](mailto:Career_CampusEmp@colostate.edu) with any questions about the job posting process.
3. I am also attaching a template offer letter for your assistance.
4. Finally, below are resources available to you to assist in the hiring process:
  - Instructions on how to request a user account on Handshake – both a [video tutorial](#) and [written instructions](#).
  - Job [Template](#) for use on Handshake – as soon as it is posted please notify us via [email](#) or Teams chat, and we will approve it immediately.
  - Template hiring offer letter – attached
  - [Student hiring checklist](#)
  - [Who to contact](#), if running into issues
  - Evaluation [template](#) for student employees and a [PDF](#) on Career Competencies
  - Get to know you [form](#), optional

We are offering and encouraging this opportunity for work study students. In addition, we want to make sure that any student hiring does not impact their financial aid. Please ask students to check with their financial aid counselor.

Thank you!

Sincerely,

Mary Pedersen  
Provost and Executive Vice President