



OFFICE OF HUMAN RESOURCES

T: 513-529-3131
MiamiOH.edu/HR

August 20, 2025

Jenna Golembiewski

Dear Jenna,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the following position effective **August 20, 2025**. This is an unclassified Temporary (Fixed Term) staff appointment. The terms and conditions are outlined below:

Job Title:	Assistant Coach Softball
Department:	Softball Program
Primary Campus:	Oxford
Salary:	\$12,000.00
Time Type:	Part time
Duration of Appointment:	12 months
Eligible Reappointment Date:	July 31, 2026
End Date of Appointment:	July 31, 2026
University Provided Benefits:	No

Additional Terms

This position is contingent upon the successful verification of the educational information provided on your resume or curriculum vitae and/or employment application. Should there be a problem with this information, you will be contacted. Otherwise, employment will proceed as outlined in this letter.

This Temporary (Fixed Term) Part time appointment is for **21** hours per week and does **not** include health care benefits. We expect that this appointment will not exceed **21** hours per week. Any additional work time must be authorized in advance and in writing by your supervisor. Employees who work in excess of their appointment without written authorization to do so are subject to disciplinary action up to and including termination of employment.

Your appointment is, of course, subject to applicable rules, regulations, and procedures of Miami University as now in effect and hereafter amended, directives of the President, and actions of the Board of Trustees. This appointment is also subject to all applicable laws and regulations, including Ohio's Ethics laws. The included Miami University Terms of Employment sets forth additional terms of employment and is incorporated herein by reference. Please review carefully, as you will be responsible for meeting the terms and employment requirements as elaborated. The documents included and this letter contain all the terms of our offer of employment. There are no other understandings or agreements, verbal or otherwise, in relation thereto between the University and you except as expressly set forth herein.

This appointment may be renewed consistent with Miami University's policies.


You will also be required to complete the Ethics Survey and External Service Disclosure on an annual basis.

Please also review [Miami University's Mission and Commitment Statements](#).

If these terms are acceptable to you, please indicate your acceptance.

Congratulations on your new position! We hope that you will find continued professional and personal success at Miami.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Fahner". The signature is written in a cursive style with some loops and flourishes.

Dawn Fahner, PHR
Associate Vice President
Office of Human Resources
Roudebush Hall, Suite 15
Miami University