



OFFICE OF HUMAN RESOURCES

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

September 24, 2025

Ainsley Phillips
[REDACTED]

Dear Ainsley,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the following position effective **October 6, 2025**. This is an unclassified Temporary (Fixed Term) staff appointment. The terms and conditions are outlined below:

Job Title:	Assistant Director Sport & Facility, Athletics Operations
Department:	Sport and Facility Support JM
Primary Campus:	Oxford
Salary:	\$48,000.00
Time Type:	Full time
Duration of Appointment:	12 months
End Date of Appointment:	October 5, 2026
University Provided Benefits:	Yes

Effective **November 1, 2025**, you will be eligible for benefits currently available to employees of Miami University. Detailed information on benefits and eligibility can be found on the [Total Compensation](#) page, and information regarding retirement plans can be found on the [Choosing a Plan](#) page, both on the Office of Human Resources website. Employee Benefits & Wellness will email information regarding your university benefits once you have accepted this offer.

Relocation

The President's 2017 Tax Act signed on 3 December 2017 suspended the exclusion from taxable income for recipients of employer-paid moving expenses for taxable years 2018 through 2025, except for certain active-duty members of the armed forces. As a result, IRS regulations mandate that moving expenses reimbursed or paid on behalf of employees constitute taxable income.

The value of this reimbursement is **\$2,100.00** and is included as a taxable benefit on the next paycheck after Payroll receives notification so that appropriate taxes can be withheld. These taxes include federal, state, local, and Medicare, if applicable. This amount is also included on the W-2 Wage and Tax Statement at year-end.

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.

Your employment is conditional pending the results of a background verification check. If the results are unacceptable, this offer will be withdrawn, or if you have started employment, your employment will be terminated.

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.

This offer of employment is contingent upon the verification of your right to work in the United States. To satisfy this requirement, you must complete the federally-required Form I-9 **on or before the first day of employment (October 6, 2025)** and submit original documentation verifying your identity and work authorization. **These original documents must be presented within the first three (3) business days of your employment.** A list of acceptable documents is available on the [U.S. Citizenship and Immigration Services](https://www.dhs.gov/immigration-services) website. This offer may be withdrawn if this requirement is not satisfied.

The Form I-9 can be started in the onboarding process and/or during the New Employee Orientation session and the documents can be presented at that session. **If you do not have your documents at this orientation session, they must be presented within three (3) business days of October 6, 2025.** This can be done with the Office of Human Resources in Roudebush Hall on the Oxford Campus, or by making an appointment on the Middletown Campus by calling 513-727-3388.

Miami University requires the completion of two (2) online education modules that **must be completed within 30 days from the date you receive the email notification with login instructions. These modules will be assigned on or around October 6, 2025:**

- Prevent Harassment and Discrimination Together
- Prevent Sexual Violence Together (Title IX)

It is suggested that you set aside about ninety (90) minutes to complete these modules. New employees will receive their training assignments via email with the subject line "Required New Employee Online Training Assignment - Miami University." In addition, a former employee is required to complete the training if it has been at least 365 days since the training was last completed. Should you fail to complete the training within this 30-day timeframe, you will be terminated from employment.

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.

Welcome to the Miami University community! We hope that you will find professional and personal success at Miami. We are excited about having you join us and contributing to the future of this great university.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Fahner", with a stylized, cursive script.

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