



09/16/2024

Mia Ruffolo
South Barrington, Illinois 60010

Dear Mia,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the following position effective **09/30/2024**. This is an unclassified Regular staff appointment. The terms and conditions are outlined below:

Job Title:	Academic Coordinator, Student Athlete Services
Department:	Athletics Academic Services
Salary:	\$44,000.00
Time Type:	Full time
Duration of Appointment:	12 months
Employment Terms:	Extended Appointment Eligible
Eligible Reappointment Date:	07/01/2025
University Provided Benefits:	Yes

Effective **10/01/2024**, 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.

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 position is made possible by external funding. In the unlikely event the funding ceases or is reduced for any reason, this appointment may be abolished at the discretion of Miami University. Vacation must be taken prior to the end of this appointment. Any vacation balance becomes zero at the end date of appointment.

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 is contingent upon the verification of your right to work in the United States, as shown by your completion of the Form I-9 upon hire and your submission of acceptable documentation (as noted on the Form I-9) verifying your identity and work authorization within three days of starting employment. This offer may be withdrawn if this condition is not satisfied.

Miami University requires the completion of three (3) online education modules that **must be completed within 30 days from the date you receive the email notification with login instructions:**

1. Preventing Harassment and Discrimination: Clery Act and Title IX;
2. Diversity: Inclusion in the Modern Workplace; and
3. Managing Bias.

It is suggested that you set aside about three (3) hours to complete all three (3) of the modules. New employees will receive their training assignments via email with the subject line "OEEEO 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.

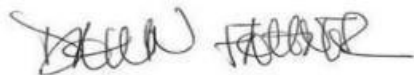
Federal law requires you to personally present documentation regarding eligibility for employment before you can be hired and requires the University to complete a form known as an I-9. A list of acceptable documentation will be provided, and **the documentation must be brought on or before your first date of employment listed above to the Office of Human Resources, Roudebush Hall, suite 15.**

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

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 flourish at the end.

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