



**Program Associate (PA)/Core Faculty Associate (CFA) Work Contract**

Type of Position: \_\_\_\_\_ PA \_\_\_\_\_ CFA

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Department/Course: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Please read through the following and sign and date the form signifying your acceptance of the terms and conditions of this work contract. **YOU MUST BE ENROLLED AS A FULL TIME MBA STUDENT, WHICH MEANS YOU ARE PAYING MBA TUITION, HAVE COMPLETED 40 HOURS OF THE MBA PROGRAM, AND HAVE A CUMULATIVE GPA ON MBA COURSEWORK OF AT LEAST 3.0 TO BE ELIGIBLE FOR A POSITION.**

1. All PA appointments are for one semester only; CFA appointments are for eight (8) weeks only. Therefore you must reapply and complete a contract each term you intend to work.
2. Students may hold one position with the MBA Program. Students who hold a partial or full tuition waiver are not eligible. Students who are paying tuition to another program are not eligible.
3. PA positions entail a maximum of (10) hours of work per week for 16 weeks; CFA positions entail a maximum of 10 hours of work per week for 8 weeks per half semester. Compensation is for hours worked only.
4. Time sheets must be submitted and compensation (PA maximum is \$2,240; CFA maximum is \$1,120) will be issued every other week in the form of direct deposit. Please note: Loan eligibility may be affected when you secure a position. Please check with the Financial Aid office at 333-0100 if you have questions.
5. All students who accept a CFA position MUST attend the CFA/PA training, if they have not already done so this academic year.
6. All students are held to University of Illinois confidentiality standards.
7. Unsatisfactory performance may result in dismissal from the CFA/PA program.

**If you will be working in another area on campus during the same semester as you plan to work as a CFA or PA, please list that job here:**

\_\_\_\_\_  
Job/Dept Supervisor Name

My cumulative GPA is: \_\_\_\_\_

My signature attests that I meet all the stated criteria to hold this position. I accept the terms of employment as outlined above and understand that this contract must be approved by the MBA Program before I start working. Submit completed contract to MBA Student Affairs.

\_\_\_\_\_  
Signature of student Date Signature, Professor or Administrator Date