

Dear Faculty and Staff,

We invite you to hire a graduate student this summer to complete special projects that align with your unit's mission. Apply for matching funding by Friday, May 15th.

Our graduate students, particularly our Master's students, have an unexpected need for remote "on-campus" work for the summer. Many domestic graduate students who usually work in the service industry or summer camp jobs off campus in the summer are finding those jobs gone. Many of our international graduate students are now unexpectedly stuck in Bethlehem without funding and unable to return home. The situation for these students is particularly acute because they don't have access to other aid programs or off-campus employment. Early results from a survey of graduate students that Kathleen Hutnik is administering reveals financial worries over the summer as a primary stressor.

To alleviate this problem, while continuing to be careful with spending, the Provost Office, the OIA, and Deans are offering limited matching funding (50%, up to a match of \$10 per hour) to units or individuals who offer project-based, meaningful, time-limited summer work for graduate students that aligns with the units' or university's mission. This limited fund is meant to encourage the creation of NEW opportunities, not to subsidize already-existing jobs. We hope that this emergency summer program will not only help graduate students, but provide your unit with high quality work on key projects.

To access the matching funding, please review the criteria and procedure below before submitting your job proposal for evaluation by the matching funds team. The deadline for submission is **Friday, May 15th** at 6 p.m. We intend to reply to your request by Friday, May 22nd. In the meantime, be sure to sign up with Handshake ([instructions here](#)) if you aren't yet registered. We will fund as many projects that meet the criteria as we have funding to support. When we run out of funding, we will have to stop approving requests for matches.

Criteria

To be eligible for matching funds, your job must:

- Be project-based remote work (until the university can safely open at a later time)
- Be meaningful work that aligns with your unit's or the university's mission
- Have defined goals or "deliverables" for the project(s)
- Be undertaken for an defined and appropriate period of time (4 weeks, 8 weeks, etc) between June 1 and August 31, 2020
- Offer a minimum wage of \$15/hour, for between 10 and 40 hours a week (if approved, the unit or individual will pay half of that minimum wage, and the College or Provost will pay the other half, up to \$10 per hour)
- Be advertised through Handshake (CCPD)

Procedure for Units

1. Units who wish to create new jobs according to the criteria above, submit their information by Friday, May 15th at 6 p.m. through this [Google Form](#).
2. The Matching Fund Program Team will review the request and let units know if their request for matching funds has been approved or not.
3. Hiring units advertise the jobs on Handshake and begin reviewing applications.
4. Instructions for SETTING UP AN ACCOUNT in Handshake are linked [here](#). Instructions for POSTING A JOB in Handshake are link ed [here](#).

Please direct questions to the Graduate Life Office ingrador@lehigh.edu.

With our thanks,

Kathleen Hutnik, Associate Dean for Graduate Life

Beth Dolan, Deputy Provost for Graduate Education

Cheryl Mattherly, Vice President and Vice Provost for International Affairs