

[Department Letterhead]

[Date]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

Congratulations, we are pleased to welcome you to New Mexico State University.

The Department of [Department Name] would like to extend an offer of employment to you for the position of **Graduate Assistant [Grade G1, G2, G3]**. This position is non-regular, temporary employment and is exempt for purposes of federal wage and hour laws.

Your employment will begin [first day of employment] and will end no later than [the last possible date for the employment period]. Assistantships are contingent upon factors such as, but not limited to funding, need as determined by the department and eligibility as outlined in the Graduate Assistant Employee Guidelines. In the event your position is terminated prior to this date, you will be provided with a minimum notice of 24-hours. In this position, you will be employed at a [FTE], working approximately [# of hours per week] per week at a rate of pay of [\$ amount to be paid], for the employment period. You will work within the [Department Name] department and your direct supervisor will be [Supervisor Name]. You will be hired in the following graduate assistant type [Select one: Teaching Assistant, Research Assistant or GA-Other]. The University will guarantee a base level of scholarship of at least \$650.00 or two (2) credit hours of tuition per semester, so long as you maintain a .50 FTE GA.

A general description of your job duties will include, but not be limited to: [SELECT ONE]

Teaching Assistant (TA): The graduate teaching assistant's primary responsibility is in an instructional capacity. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, evaluate textbooks for adoption, and provide general assistance in the instructional process under the direct supervision of a faculty member. Graduate students with relevant prior teaching experience may be allowed to be the primary instructor. If the teaching assistant's duties include instruction in a teaching laboratory or in an environment with hazardous or infectious materials or with hazardous equipment, the assistant will need to comply with University safety procedures and training requirements.

Research Assistant (RA): The graduate research assistant's primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member. If the student's task involves research or direct support of research in a laboratory or in an area with hazardous or infectious materials or

involves operation of hazardous equipment, the assistant will need to comply with University safety procedures and training requirements. Such lab related duties may include assisting the faculty member in designing the laboratory experiment, preparation and planning, running the experiment, supervise, teach, and grade other students in the lab, comply with University safety procedures and training, run web-based searches, and clean up laboratory at the end of the semester. Research in the lab leads to the graduate assistant's degree in the form of the thesis or dissertation. Lab assistants can work in departmental facilities on and off the main campus.

Graduate Assistant – Other (GA-OTH): Administrative duties as outlined by the hiring department, such as program development, webpage and social media oversight, customer service roles, support for equity, diversity, and inclusion initiatives, marketing, support for undergraduate student programs, data tracking and recording, and other departmental needs.

The specific terms and conditions of your position may be changed, at the discretion of the department, and without the necessity of a written addendum to this letter.

This position is covered by a collective bargaining agreement. A current copy of the agreement is located at: <https://gradschool.nmsu.edu/ga-and-union/collective-bargaining-agreement.html>. Additional information about your position can be found in the NMSU Graduate Assistant Employee Guidelines located on the Graduate School's website at: <https://gradschool.nmsu.edu/index.html>.

This offer of employment is subject to the laws of the State of New Mexico and university policies. Prior to starting your employment, we recommend you visit the NMSU website created for New Employees at <https://hr.nmsu.edu/general-resources/employment1/new-employees.html> and also review the NMSU Administrative Rules and Procedures (ARP) at [legal.nmsu.edu/](https://legal.nmsu.edu/), with specific attention to ARP 6.03 Employment Categories, ARP 3.25 Discrimination, Harassment and Sexual Misconduct on Campus, ARP 3.26 Gender Equity Policy and Statement of Principles, and ARP 3.25-A Discrimination, Harassment and Sexual Misconduct on Campus.

This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check.

**Review the [I-9 Toolkit](#) to determine if I-9 is needed. If not needed, remove following instructions:**

**I-9/E-Verify Guidelines** - Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](#) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

On **[date specified or on/before the first day of work for pay]**, you must report to **[enter name and location address]** with your original [acceptable documents](#) to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.

If you accept this offer of employment, please sign and date below and return your notice of acceptance to our department in person by **[Date]** . You can also scan your signed notice of acceptance and return the letter to the attention of **[Name]** at **[email address]**. If you have any questions, please contact **[Name]** at **[Phone Number]**.

Sincerely,

**[Supervisor Name]**  
**[Title]**

**Enclosures:** {Following items to be modified by the department as needed}; Form W-4; Background Check Release Form

**Notification of Acceptance**

As indicated by my signature below, I accept temporary employment at New Mexico State University under the conditions specified in the above letter of offer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date