

OFFER OF GRADUATE ASSISTANTSHIP
College of Business – Economics Department
New Mexico State University

TO: Name

This is an offer of a graduate assistantship of _____ hours/week at a total stipend of _____ for the period of _____ to _____. Your appointment is in the Department of Economics, Applied Statistics & International Business.

Richard V. Adkisson
Department Head

Conditions of Employment

1. By accepting this assistantship, you obligate yourself to enroll for and maintain enrollment in a minimum of 9 graded credits of graduate course work per semester. Audited classes cannot be used for the minimum course load.
2. If you fail to maintain a 3.0 grade point average, or if you do not perform satisfactory work in your assigned duties, your assistantship will be terminated.
3. If your duties as a graduate assistant are voluntarily terminated or terminated by the University prior to the end of the semester, you are liable for payment of tuition at the non-supported student rate.
4. By accepting this assistantship, you obligate yourself not to accept additional employment beyond a total of 20 hours per semester from other University agencies.
5. For International Students: In addition to the conditions stated above, this agreement is subject to satisfactory performance in English with respect to teaching responsibilities as assigned to you as a graduate assistant.
6. Future employment as a graduate assistant in the College of Business is contingent and subject to availability of funding as well as the satisfactory performance in your current position.
7. By accepting this assistantship, it is recommended you register for Direct Deposit (form attached).
8. By accepting this assistantship, please note, Graduate Assistant Orientation is *mandatory* for all new assistants (information is attached for your review). If you have previously attended you must have your certificate of completion for verification. If you do not, please contact the Graduate School before January 12, 2012.

_____ I accept this assistantship offer and the conditions stated above.

_____ I decline this offer.

Signature

Date _____

Please return the signed original to your employing department as soon as possible but no later than _____.