

July 31, 2012

Dear Ms. ,

You are being offered a 20 hour Graduate Assistantship [GA] for the academic year 2012/2013. The value of the assistantship is \$16,100.00. The assistantship, based on your successful performance, can be renewed for up to three to five years. Please keep in mind that all GA assignments are contingent upon the needs of the department, faculty feedback, balanced loads and adequate enrollments. As a GA you must be enrolled as a fulltime student [nine graduate credit hours].

If you are a **new** graduate assistant the New Mexico State University Graduate School will be hosting its annual **New Graduate Assistant Orientation** in August. The date is Monday August 20. The orientation will take place from 8:00am-5:00pm in Atkinson Music Hall. The orientation is MANDATORY.

A meeting for **returning** and **new** graduate assistants is being plan for the first week of the semester. At that time you will be given your assignment; meet other GAs and discuss your responsibilities.

If you are accepting this offer, please notify me by June 29, 2012. If you have further questions please contact Grace Martinez at 575-646-2290 or email Dr. at ...

Sincerely,

Department Head
Department Curriculum & Instruction