**[Department Letterhead]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

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

The Department of **[Department Name]** would like to extend an offer of employment to you for the position of **[Position Title]**. This position is non-regular temporary student employment and is compensated hourly for purposes of federal wage-hour law. Temporary students may hold more than one temporary student position, however, all combined employment (university-wide) **cannot exceed a total FTE above 0.50** and the average total hours worked **must not exceed 20 hours per week for the employment period** (see Student Policies and Procedures (Student Employment Handbook) at [hr.nmsu.edu/employment/student](https://hr.nmsu.edu/employment/student)/ for guidance on summer and academic break periods).

Your employment will begin **[first day of employment]** and is contingent upon funding and need as determined by the department. 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 **[hourly rate] [per hour]**.

NMSU is an EEO/AA Employer. 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.

**I-9/E-Verify Guidelines [Follow the** [**I-9 Quick Guide**](https://hr.nmsu.edu/form-i_9-e_verify/) **to determine if I-9 is needed]**

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](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) 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**](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents#Acceptable%20Documents%20for%20I-9) to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.

All university student employees at NMSU are subject to the conditions of employment as outlined in the Student Policies and Procedures (Student Employment Handbook) [hr.nmsu.edu/employment/student](https://hr.nmsu.edu/employment/student)/. To be eligible for university student employment, one must be

1. At least half-time, degree-seeking student in good standing.
2. Enrolled for at least 6 credits throughout the semester. A graduate student must be enrolled for at least nine (9) graduate credits throughout the semester.
3. Maintain a **2.0 CUMULATIVE GPA**; graduate students must maintain a **3.0 CUMULATIVE GPA**. This does not apply to students enrolled (or about to enroll) in their first semester who have not yet established an earned GPA at NMSU.

We recommend you visit the NMSU website created for New Employees [hr.nmsu.edu/employment/new/](http://hr.nmsu.edu/employment/new/) and Student Policies and Procedures (Student Employment Handbook) and the Administrative Rules and Procedures of NMSU at [legal.nmsu.edu/](http://legal.nmsu.edu/). The Administrative Rules and Procedures of NMSU and the Student Employment Handbook provide extensive information regarding student employment and operating policies for student employees including information regarding student employee rights. The Administrative Rules and Procedures of NMSU also includes important information such as 3.25 Discrimination, Harassment and Sexual Misconduct on Campus, 3.26 Gender Equity Policy and Statement of Principles, and 3.25-A Discrimination, Harassment and Sexual Misconduct on Campus.

This offer of employment is subject to the laws of the State of New Mexico and university policies. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

If you accept this offer of employment, please sign below and return this letter to us by .You may [**fax/scan]** the signed original offer to the attention of **[Name]** at **[Fax number/email address]**. If you have any questions, please contact at **[Phone Number]**.

Sincerely,

**[Supervisor Name]**

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

**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