

**Compensating & Hiring Graduate Assistants
Salary Table and Hiring Options**

Employment Contact Information			
Department Contact:	Employment & Compensation Services	Location:	Hadley Hall 17
Employment Website:	http://hr.nmsu.edu/employment/	Phone:	575-646-8000
NMSU Policies:	http://manual.nmsu.edu/policies-and-procedures/	Email:	TeamHRS@nmsu.edu

Graduate Assistant Salary Table as of 7/1/16			
2016-2017	Level I	Level II	Level III
Academic Year (.50 FTE)	\$16,964	\$17,368	\$17,772
Semester (.50 FTE) or Academic Year (.25 FTE)	\$8,482	\$8,684	\$8,886
Semester (.25 FTE)	\$4,241	\$4,342	\$4,443
Semester (.125 FTE)	\$2,121	\$2,171	\$2,222
Annual (.50 FTE)	\$22,619	\$23,157	\$23,696
Summer Session (.50 FTE)	\$5,655	\$5,789	\$5,924
Summer MS1 (.50 FTE)	\$2,828	\$2,895	\$2,962
Summer MS2 (.50 FTE)	\$2,828	\$2,895	\$2,962

GA Assistantship Hiring Options

Position	Position Description	Salary Guidelines	Pay Periods	Fringe Benefit	Application Method	Renewal	Student Eligibility Requirements
Graduate Teaching Assistants- appropriate title "Teaching Assistant"	Assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.	<p>IV. Minimum Salary Requirements: Each summer the Graduate School establishes a minimum payment scale for graduate assistants. Departments, research centers and service units may pay students more than the suggested minimum salary. Levels of support vary among students as indicated below. If a raise is issued by the state of New Mexico, a letter is sent to department heads during the summer indicating the new payment scale for all graduate assistantships. A description of the levels of support is discussed below.</p> <p>G1 (Level I): This level is for regularly enrolled students pursuing a master's degree. This level is also for a first year student seeking a doctoral degree who does not currently hold a master's degree. Once the doctoral student becomes a second year student and passes their qualifying exam, they can obtain support as a Level II student.</p> <p>G2 (Level II): This level is for regularly enrolled students pursuing the education specialist or doctoral degree who have passed the qualifying exam. This level is also for a graduate student who currently holds a master's degree and is entering a doctoral degree program. It is also for a student who currently holds a master's degree and is entering another master's degree program.</p> <p>G3 (Level III): This level is for a doctoral degree student who has passed the comprehensive exam and has advanced to candidacy.</p> <p>To recruit the best students, departments, research centers and service units may wish to offer graduate assistants more than the minimum amount stated by the Graduate School.</p>	Paid on a lag on the 15th and the last day of the month.	<p>Please see link below for current Fringe Rates</p> <p>http://af.nmsu.edu/cost-accounting-rates/</p>	<p>In most cases, students do not apply directly for an academic department graduate assistantship. Departments offer first year students graduate assistantships as part of the recruitment process. For continuing graduate students, graduate assistantships are offered based on the needs of the program and the skills of the students. The Graduate School recommends that students contact the program they will be or are enrolled in and ask to be considered for a graduate assistantship. Some departments may require students to complete an employment application.</p>	<p>Semester, Academic Year, Annually ----- Graduate Assistantships are intended for short or long term employment with a predetermined end date. They are all exempt and compensated at a salaried rate.</p>	<p>ELIGIBILITY FOR ASSISTANTSHIPS:</p> <p>Graduate assistants can be a teaching assistant, a research assistant or an administrative assistant. They are selected by departments, research centers and service units to serve the needs of New Mexico State University. To be eligible for employment as graduate assistants, the student must be admitted to the Graduate School and to an academic department in the semester of hire. In addition, the student must meet criteria for a regular full time student: (1) be enrolled in 9 graded credits during an academic semester (fall or spring semester with only one class below level 450), (2) have a 3.0 cumulative GPA, (3) have not exhausted years of state level of support (see section VI on Years of Support), and in the case of international students, pass the NMSU International Teaching Assistant screening tests administered by the Department of Communications or another unit of NMSU.</p> <p>Students with provisional status can work as research assistants. Provisional students are defined below:</p> <ol style="list-style-type: none"> 1) A continuing graduate student whose cumulative grade point average at the close of any term is less than a 3.0. 2) A beginning graduate student who does not have an overall 3.0 grade point average or 3.0 in the last half of undergraduate work, but who does have at least a grade-point average of 2.5 3) A beginning graduate student who has qualified for admission by taking nine graded graduate credits as a undeclared student. <p>A student admitted provisionally must complete the first three courses totaling at least eight credits of graduate work, with an average of at least a 3.0. A provisional student who does not meet the 3.0 grade-point average is subject to dismissal after their first semester. Provisional students cannot work as teaching assistants.</p>
917777 Graduate Research Assistants- appropriate title "Research Assistant"	Assist scientists in laboratory, survey, and other science research. May help prepare findings for publication and assist in laboratory analysis, quality control, or data management						
Graduate Assistants- Other- appropriate title "Grad Asst-Other"	Activities and duties that are not within the Teaching Assistant or Research Assistant functions.						
Research Assistant PSL- appropriate title "Research Asst-PSL"	Restricted to graduate assistantships within the Physical Science Lab						