**(Insert Date)**

**NEW GRADUATE ASSISTANT NON-TEACHING OFFER LETTER***(Revised April 2024)*

**INSTRUCTIONS: Delete this text box and replace with unit letterhead**

***For Graduate Assistant employees paid at an hourly rate.***

***Red – HROE Generalist to insert specific or optional terms***

**(Insert Name of Selected Applicant)** **(Insert Address)**

Dear **(Insert Name):**

I am pleased to offer you the position of Graduate Assistant – Non-Teaching**,** working 20 hours per week for the **Department of XXXX**beginning MM/DD/YYYY. Your graduate assistantship carries a stipend of $ X/hour for 20 hours per week for the nine-month/twelve-month academic year (*August 16, 2023 through May 15, 2024*), and is renewable up to a total of X years, subject to satisfactory performance and availability of funds. As a Graduate Assistant – Non-Teaching (GANT), you will receive your wages through payroll according to the biweekly payroll [schedule](https://employees.tamu.edu/payroll/_media/calendars/2023/Main%20Biweekly%20Pay%20Schedule%202023.pdf).

Your appointment is contingent upon:

1. Completion of a criminal background check;
2. Full time registration as a graduate student (9 credit hours in fall and spring; and 6 credit hours in summer;
3. Continued satisfactory academic performance towards your degree:
4. Satisfactory completion of assigned duties, including timely completion of all required trainings;
5. Maintenance of your immigration status and work authorization; and
6. Fulfillment of all department obligations.

**(Insert Name of Supervisor)** will be your immediate supervisor. You and your supervisor should discuss the work assignments and the schedule for the delivery of any products or completion of assignments. Provide details on assigned job duties.

Texas A&M University is an at-will employer which means that either you or the university is free to end the employment relationship at any time, with or without cause. This position is not eligible for overtime under the provisions of the Fair Labor Standards Act.

This position is eligible for participation in the Texas A&M University Graduate Employee Health Insurance plan, effective on your date of hire. You may choose one of the following options:

1. Immediately enroll in a Texas A&M University System sponsored insurance plan on your hire date; or
2. Defer enrollment until the first of the month following your hire date; or
3. Defer enrollment until the first of the month following a 60-day waiting period.

You must send an email to benefits@tamu.edu within 5 days of your hire date to request one of the first two enrollment date options. Until the first day of the month following 60 days of employment,

you will have the full cost of premiums deducted from your paycheck on a pre-tax basis. This waiting period affects only the first year of your appointment, not any subsequent year. You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your date of hire (option 3 above). After you have completed the 60-day waiting period, the State of Texas will directly pay for a portion of the total health insurance premium amount. Consult the current [Graduate Employee Benefits website](https://employees.tamu.edu/benefits/grad-benefits.html) for full, detailed information about the Graduate Employee Health Insurance benefits and premiums and to watch an online benefits presentation.

While you are employed in a Graduate Assistant – Non-Teaching position, working 20 hours per week, you may be eligible for a [non-resident tuition waiver](https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver), which allows students employed as Graduate Assistants and their spouses to pay tuition at the in-state rate. Please be aware that, if you are employed by a non-academic unit or are applying for the waiver on behalf of the spouse of the Graduate Assistant, you may be responsible for initiating the appropriate [non-resident tuition](https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver) [waiver](https://grad.tamu.edu/knowledge-center/forms/non-resident-tuition-waiver) request form by the deadline date.

As a ***GANT***, the hiring unit will provide payment of up to 9 hours of tuition and required fees during the fall and spring terms and up to 6 hours during the summer.

Texas A&M University requires your attendance at orientation activities during the two weeks of August prior to the beginning of classes. To be eligible for the assistantship, you must complete the orientation, which includes required training courses and workshops. Please plan on arriving in College Station early to complete your employment onboarding appointment and plan to attend the mandatory departmental orientation on August 16th at 9A.M. International students must complete their [International Student & Scholar Services check-in](https://iss.tamu.edu/New-Students#0-STEP8%3ACompleteyourRequiredISSCheck-In) upon arrival in the United States, but no later than the day ***before*** their employment onboarding appointment. Should you have any questions or require additional information regarding your graduate assistantship, please contact **(Insert Name, title, email/phone number).**

Please sign below indicating your acceptance of the terms and conditions of this offer and return. Sincerely,

# (Insert Name of Supervisor)

I accept the terms and conditions of this offer.

# (Insert Name of Graduate Student) (Insert Date)

cc: Personnel File

*As an employee of the State of Texas, it is your responsibility to maintain accurate contact information to include your primary work and residence addresses in your employee file located in Workday. State of Texas employees who are approved to work outside of the state of Texas, may be subject to state and local taxes of the locale in which the work is performed. Members of the Texas A&M University System must comply with those applicable state and local tax laws. In addition, the employee benefits offered with your position will be in accordance with and will not exceed those defined by Texas state law. As an employee of the State of Texas, it is your responsibility to maintain accurate contact information to include your primary work and residence addresses in your employee file located in Workday. State of Texas employees who are approved to work outside of the state of Texas, may be subject to state and local taxes of the locale in which the work is performed. Members of the Texas A&M University System must comply with those applicable state and local tax laws. In addition, the employee benefits offered with your position will be in accordance with and will not exceed those defined by Texas state law.*