

# New Mexico State University

## Candidate Welcome & Benefits Overview

Updated June 2025



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**BE BOLD.** Shape the Future.

## Welcome to NMSU

At New Mexico State University (NMSU), we believe that people are at the heart of everything we do. Whether you are applying for your first job or continuing a seasoned career in higher education, we are excited you are considering joining our community. As New Mexico's land-grant university, our mission of teaching, research, and public service reaches across the state and beyond.

We support this mission by hiring and retaining talented, service-oriented faculty and staff who are passionate about making a difference. In this guide, you'll find helpful information about working at NMSU, our benefits offerings, and the resources available to help you thrive—personally and professionally.

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### Why Work at NMSU?

- **Supportive Culture:** Our HR teams and campus partners provide the tools and guidance to help you navigate your employment experience.
- **Comprehensive Benefits:** From health insurance to retirement plans and tuition assistance, our programs support you and your family.
- **Life-Work Balance:** Generous leave, holidays, wellness resources, and flexible options.
- **Growth Opportunities:** Professional development, training, and education benefits are built into your experience.

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### About Human Resource Services

NMSU's Human Resource Services team supports the university through centralized systems, policies, and benefits administration, while also partnering with departments to address local HR needs. We aim to provide consistent, university-wide resources while allowing flexibility in unit-level support.

Our central Human Resource Services offices coordinate and provide university-wide systems and guidance for:

- Benefits enrollment and support
  - Compensation and employment tools
  - HR policy interpretation and compliance
- Phone: 575-646-8000  
Email: [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu)  
Location: Hadley Hall, Room 17  
Hours: Monday–Friday, 8:00 am–5:00 pm

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### NMSU Employee Benefits Snapshot

For complete information, visit [benefits.nmsu.edu](https://benefits.nmsu.edu).

#### *Health Insurance*

- **Medical, Dental & Prescription:** Offered through the State of New Mexico. Options include Presbyterian HMO and Blue Cross Blue Shield HMO/PPO.
- **Vision:** Voluntary coverage through VSP.

- **Life Insurance:** Basic and optional policies available through Dearborn National.
- **Disability & Supplemental Coverage:** Long-Term Disability, Critical Illness, Accident, and Hospital Indemnity coverage available.
- **Virtual Healthcare:** TimelyCare provides free 24/7 virtual health and mental wellness services to benefit-eligible employees.

### *Eligibility*

Regular employees working at least 30 hours/week (.75 FTE) are eligible for benefits. Dependent coverage is available with required documentation.

### *Premium Sharing*

NMSU shares premiums for medical, life, and long-term disability insurance based on annual salary:

- <\$57,200: Employee 18% / NMSU 82%
- \$57,200–83,200: Employee 30% / NMSU 70%
- >\$83,200: Employee 40% / NMSU 60%

Use our [Benefits Calculator](#) to estimate costs.

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### *Tuition Benefits*

For You:

- Up to **6 credit hours per semester** and **8 in summer**—fully covered tuition and required fees.

For Your Family:

- **Spouse/Domestic Partner:** Eligible to use unused employee credits.
- **Children:** 50% discount on in-state tuition for qualified dependents under 25.

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### *Leave & Time Off*

- **Annual Leave:** Up to 21 days per year for eligible employees
- **Sick Leave:** Up to 12 days per year (eligibility varies by employee classification)
- **Observed Holidays:** 14 holidays including Winter Break, Spring Holiday, and more
- **FMLA, Sick Leave Bank, Faculty Care Leave:** Additional leave protections available

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### *Retirement Options*

NMSU offers:

- **New Mexico Educational Retirement Board (ERB):** Defined benefit plan for eligible employees (see [NMERB Member Handbook](#))
- **Alternative Retirement Plan (ARP):** Defined contribution plan for eligible faculty, coaches, and executive staff



- **Voluntary Retirement:** 403(b), 457(b), and Roth plans available

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### *Additional Perks*

- **TimelyCare & EAP:** Virtual healthcare and confidential counseling support
- **Professional Development:** University training offered through the Center for Learning & Professional Development
- **LinkedIn Learning:** Free access to thousands of online courses for faculty and staff to enhance personal and professional skills
- **AggieFit Access:** Low-cost membership for fitness centers and classes
- **Discount Programs:** Reduced rates on events, merchandise, and services

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### **Working at NMSU**

#### *NMSU Email & Payroll*

- Employees receive a secure NMSU email address
- Paid semi-monthly; payroll managed via MyNMSU

#### *Policies and Support*

- Employment policies are available in the [Administrative Rules and Procedures \(ARP\)](#)
- Offices of People Relations and Institutional Equity support conflict resolution, employee conduct, and Title IX compliance

#### *Diversity & Inclusion*

We are committed to attracting and retaining a diverse workforce. Inclusive hiring and professional environments are central to NMSU's values.

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### **Explore NMSU & Las Cruces**

#### **Campus Life & Services**

- Dining: [dining.nmsu.edu](http://dining.nmsu.edu)
- Parking & ID Services: [idcard.nmsu.edu](http://idcard.nmsu.edu)
- Campus Safety: [nmsupolice.com](http://nmsupolice.com) | [safety.nmsu.edu](http://safety.nmsu.edu)

#### **Relocating?**

- Explore the region: [www.newmexico.org](http://www.newmexico.org)
- Campus locations: [nmsu.edu/about/locations](http://nmsu.edu/about/locations)

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### **Questions?**

Please visit [benefits.nmsu.edu](http://benefits.nmsu.edu) or contact our HR team at [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu).

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## Additional Resources

Explore detailed benefit documents and policies directly through our website:

- Insurance Plan Information <https://benefits.nmsu.edu/insurance/>
- Retirement Options Overview <https://benefits.nmsu.edu/retire/index.html>
- Voluntary Retirement Plans <https://benefits.nmsu.edu/retire/voluntary.html>
- Collective Bargaining Agreements <https://opr.nmsu.edu/union-relations/index.html>
- Leave & Holiday Policies <https://benefits.nmsu.edu/leave/index.html>
- Benefits Eligibility Requirements <https://benefits.nmsu.edu/enrollment/eligibility.html>

This document is a summary only and does not constitute a contract. For complete benefit information, visit [benefits.nmsu.edu](https://benefits.nmsu.edu).

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**Thank you for considering NMSU—where your work matters, your contributions are valued, and your professional journey continues.**