



Graduate Assistantship Opening Career Services: Career Counseling

The Office of Career Services seeks applications for a graduate teaching assistantship opening beginning in Fall 2024.

Career Counseling GRA Primary Duties and Responsibilities:

Graduate students hired in this assistantship position in the Office of Career Services will work directly with the Director and Associate Director in the areas of career testing and career counseling. Selected candidate will:

- Administer career assessments (Focus 2, TypeFocus, Choices360, CliftonStrengths) and guide students through the career decision making process.
- Provide individual major & career appointments to exploratory, undecided or unsure students on all majors at the University.
- Lead and participate in short-term counseling, group activities and workshops.
- Develop counseling helping skills, conceptualize cases, and utilize appropriate counseling theories & techniques to develop individual counseling style.
- Maintain records and confidentiality in accordance with the Center and University's procedures.
- Research and communicate University majors and associated career opportunities.
- Collaborate with the Counseling & Testing Center on campus through our joint Student Affairs Partnership.
- Become knowledgeable of Career Services and the University's resources to make appropriate referrals.
- Utilize computer programs and research skills for the development of materials for various outreach services & marketing resources.
- Collaborate with professional staff on projects related to career topics of interest, trends, student development, and career readiness.
- Participate in career related events, such as Career Fairs.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the Career Services are for the academic year, beginning in August 2024.

Students in **Counseling and Psychology** graduate programs are especially encouraged to apply. Consideration will also be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Appointment requires unconditional admission, full-time graduate enrollment, and satisfactory completion of 20 hours of **in-person, on-campus** duties each week during the academic terms. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions and student breaks).

Continuation of appointment to Spring 2025 and beyond is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

If an international graduate student, your visa status may place restrictions on your employment eligibility; if you are not certain if your visa status permits holding an assistantship, contact the Office of International Affairs in the Division of Global Engagement

Compensation:

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels.

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- While the 2024-2025 tuition and fees are not yet set, using 2023-2024 rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,184 for U.S. resident graduate students and \$25,610 for non-resident international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, this benefit is even higher.
- The accompanying fee waiver does not cover 100% of the supplemental insurance fee for international students on F-1, J-1, or other non-immigrant visas.

To Apply:

Send a letter of application/interest, resume or CV, and contact information for professional references to lauren.landry@louisiana.edu. Questions should be directed to Lauren Landry, Associate Director, at lauren.landry@louisiana.edu.

Review of applications will begin immediately.