



Graduate Assistantship Opening Career Services: Communications and Marketing

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

Career Services Communications & Marketing 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 on all programs and projects in the areas of communications, marketing, public relations and social media. Selected candidate will:

- Manage social media - Facebook, Instagram, Twitter, HootSuite, etc.
- Serve as administrator for Handshake to manage current full-time, part-time, internship, cooperative education, and volunteer/community service job openings. Create social media campaign to attract more students to utilize Handshake
- Become certified web ambassador for Career Services and Major & Career Exploration Center websites by UL Lafayette Communications and Marketing
- Design graphics, flyers, banners, social media posts, etc. to market events and services to students
- Assist staff with marketing and organizing career fairs, career closet, special events, career services programs and workshops
- Assist Career Services professional staff with events and programs as needed
- Provide input on ways to enhance existing programs and services - create new ways to assist with developing relationships between students and potential employers
- Create and compile all event, student and employer surveys for department

Eligibility and Additional Considerations:

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

Students in **Communication, English, and MBA** 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:

For consideration, send letter of application and resume to career@louisiana.edu or apply in Handshake. Review of applications will begin immediately.