



Graduate Assistantship Opening Division of Global Engagement: Intensive English Program

The Division of Global Engagement invites applications from master's-degree seeking graduate students to fill the following graduate teaching assistantship position(s).

Duties and Responsibilities:

Graduate students hired in teaching assistantship positions in the Division of Global Engagement (DGE) will work in the Intensive English Program (IEP), which prepares non-native English-speaking students for admission to the University through intensive non-credit bearing English as a second language courses designed to meet the basic requirements for most universities. The IEP offers classes to both international students and permanent residents who wish to improve their English language proficiency for personal and professional reasons. These classes are from Monday-Thursday, 9 AM-2:20 PM.

Primary Responsibilities:

- Teach English as a second language to English language learners of varying proficiency
- Lesson planning, classroom management, and student assessment and grading
- Participate in IEP events (orientation, conversation hours, etc.), meetings, and retention-focused professional development programming
- Scan, print, and share documents on various platforms (Moodle, Google Drive, etc.)

Secondary Responsibilities:

- Assist with DGE programming (event planning, promotion, set-up, etc.)
- Communicate with prospective students about program requirements and expectations
- Assist DGE with communication efforts (social media, newsletter)
- Serve as initial reception and contact for student requests as time permits

Eligibility and Additional Considerations:

Graduate assistantship appointments with Global Engagement are for the academic year, beginning in August 2024.

Students in **Education (all programs), MA English (Linguistics, TESOL), and MS Speech Pathology** graduate programs are eligible to apply. Consideration also may 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 brandt.snook@louisiana.edu. Questions should be directed to **Brandt Snook, ESL Specialist**, at brandt.snook@louisiana.edu.

Review of applications will begin immediately.