



Graduate Assistantship Opening

Division of Global Engagement: Study Abroad Office

The Study Abroad Office supports the mission of the University of Louisiana at Lafayette and the Division of Global Engagement, to promote the intellectual, cultural, and personal development of its students.

The Study Abroad Office is committed to being an integral part of the academic experience at UL Lafayette by offering all students academically sound, credit-bearing education abroad programs that develop intercultural competence and globally relevant leadership skills. In cooperation with academic and service units, we provide comprehensive support for the development, implementation, and coordination of safe and accessible programs abroad for UL Lafayette students across all disciplines.

Primary Duties and Responsibilities:

The graduate student appointed in this assistantship position plays a key role in helping the Study Abroad staff accomplish our mission. The position reports to the Global Programs Coordinator and its primary responsibilities include marketing and outreach of our Study Abroad Programs, with secondary duties assigned to individual Study Abroad interests and application counseling. Additionally, the position serves as the leader for our Study Abroad Student Ambassador program. Duties include, but are not limited to, the following:

- Coordinate and conduct Study Abroad classroom presentations with students in all majors
- Marketing and outreach through social media accounts
- Assist the staff with the planning, marketing, and implementation of all Study Abroad programming:
 - Pre-Departure Orientations, Pre-Departure Meet and Greet Social
 - Freshman Orientations, Get On Board Day, Preview Day, Career Fairs, International Education Week
- Supervise and mentor the Study Abroad Student Ambassadors who assist with outreach and marketing
- Assist in the collection, analysis, and reporting of applicant data, compile and analyze program evaluations
- Assist the staff with the review and compilation of program and scholarship applications
- Attend bi-weekly meetings with Global Programs Coordinator
- Ensure all student information is collected and verified for accuracy.
- Draft monthly Study Abroad Newsletter

Desired Skills and Competencies:

- Self-starter, motivated

- Excellent interpersonal communication and listening skills
- Ability to work well independently and in groups
- Ability to supervise and lead student groups
- Creative, ability to develop new ideas and initiatives
- Excellent outreach and presentation skills
- Excellent organization, time management skills

Eligibility and Additional Considerations:

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

Students in **MBA, MS Communication, MA English – Professional Writing** 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:

To be considered, please email a letter of application and resume to the Search Committee at studyabroad@louisiana.edu. Questions should be directed to Zayira Quiroz, Global Programs Coordinator at studyabroad@louisiana.edu.

Review of applications will begin immediately.