



Graduate Teaching Assistantship Opening Graduate School

The Graduate School is seeking two motivated and detail-oriented doctoral students to join our team. The **Graduate Teaching Assistantship for Final Manuscript Compliance and Graduate Student Writing Support** appointments are integral to ensuring that final manuscripts (theses, dissertations, synthesis projects) comply with institutional guidelines and are guided efficiently through the final review and approval process. Graduate students appointed to these assistantships also will contribute to the development, delivery, and assessment of writing support content and programming as well as provide virtual office hours for graduate students writing their final manuscripts.

Primary Duties and Responsibilities:

- Review final manuscripts (theses, dissertations, synthesis projects) for adherence to Graduate School guidelines. Provide feedback and guidance to students to ensure their manuscripts meet the required standards. Assist in the final review and approval process, ensuring timely review and approval of manuscripts for graduation clearance.
- Offer scheduled virtual office hours to provide one-on-one support for graduate students preparing final manuscripts.
- Assist in the development, delivery, and assessment of both on-campus, in-person and virtual manuscript programming, including virtual workshops and Lunch and Learn programming, Wake Up and Write sessions, and Dissertation Boot Camps.
- Assist in the development and assessment of written content to ensure they meet the needs of manuscript writers, faculty committee chairs, and graduate programs more broadly.
- Collaborate with Graduate School staff as well as other University partners to create and update content and resources for graduate student writing support initiatives.

Eligibility and Qualifications:

Applicants must be full-time UL Lafayette graduate students in good academic standing who have been admitted unconditionally to the **Ph.D. program in English** or the **Ed.D. program in Educational Leadership**. Other desired qualifications include:

- Strong understanding of academic writing and style guides.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational skills.
- Ability to provide constructive feedback and support to peers.
- Experience with virtual communication tools and platforms.
- Previous experience in academic writing support or program development is a plus.

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.

Appointment Term and Additional Considerations:

Graduate assistantship appointments with the Graduate School are for the calendar year with required enrollment in Fall, Spring, and Summer sessions. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions, student holidays, and semester breaks).

Appointments require unconditional admission, good academic standing, and full-time graduate enrollment.

Appointments are limited to 20 service hours per week or generally the equivalent of teaching two lower-division lecture classes.

Continuation of appointments is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations and approval.

Compensation:

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

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students. For doctoral students, the minimum stipend is \$2,000 per month.
- 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 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 GradSchool@louisiana.edu.

Review of applications will begin immediately.