



Graduate Assistantship Openings Student Health Services

The Office of Student Health Services seeks applications for a master's level graduate research assistantship opening beginning in Fall 2024.

Primary Duties and Responsibilities:

Graduate students hired in this applied research graduate assistantship position in the Office of Student Health Services will work directly with the Student Health Services staff in clinical and administrative areas. This position reports directly to the Student Health Services Chief Administrative Officer. The selected graduate student candidate will:

- Support initiation and follow up on referrals.
- Support data management of patient information for lab specimens.
- Support the evaluation and management of the Student Health Services website.
- Planning, implementation, and participation in outreach events on campus such as health fairs, vaccine clinics, and other specialty clinics
- Research and information gathering to compile multi-school, system-wide health insurance bid.
- Research and information gathering to support the Student Health Services strategic plan including but not limited to analysis of survey results and efficiency studies.
- Research and development of content materials for various outreach services & marketing resources.
- Maintenance of patient records and confidentiality in accordance with Student Health Services and University's procedures.
- Training as an electronic health record super user, supporting the creation of templates, troubleshooting system errors, and communicating with tech support.
- Other duties as directed.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the Office of Campus Inclusion are for the academic year, beginning in August 2024.

Students pursuing in **Nursing or MBA Health Care Administration** graduate programs are eligible to apply. Consideration may be given to graduate students pursuing another degree program with research focus with direct connection to the duties described above, however we are looking for candidates with the following additional skills:

- **TECHNICAL SKILLS:** Experience with data management, spreadsheets and word processing; must be able to use general office equipment including office PC, copier, telephone, facsimile etc.
- **REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information according to HIPPA Guidelines.

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 shs@louisiana.edu. Questions should be directed to Madeline S. Husband-Ardoin, RN, Chief Administrative Officer at madeline.husband@louisiana.edu.

Review of applications will begin immediately.