

Graduate Assistantship Opening Office of Student Publications

The Office of Student Publications at UL Lafayette invites applicants from master's degree seeking students to fill the following Fall 2024 and Spring 2025 graduate assistantship positions.

Department Overview:

Student Publications produces a weekly student newspaper (The Vermilion) and student yearbook (L'Acadien). The office also manages a website for the newspaper and yearbook, social media channels, videos, and a podcast.

Primary Duties and Responsibilities:

Under general supervision of the Director of Student Publications, the graduate student appointed to this assistantship will provide professional-level support to the director who manages a staff of up to 35 students. Duties will involve guiding student staff as directed in the completion of assignments, including:

- writing stories, taking photographs or completing graphic design assignments
- creating artwork or illustrations
- creating videos or content for podcast
- creating content for social media channels
- marketing and advertising campaigns
- managing the use of the department's Canon photography equipment
- maintaining and updating Apple Macintosh operating system software and Creative Cloud software used in department's computer lab
- staff meetings, training, and development

Eligibility:

Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally to a master's degree program.

Priority consideration will be given to graduate students pursuing a master's degree in Communications, English, History, MBA-Marketing, or Informatics. Students pursuing other graduate degree programs with a direct connection to the skills and duties described above may be considered.

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 Student Publications are for the academic year, beginning

in August 2024.

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.

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, applicants must send a letter of application, resume, and contact information for professional references to Matthew Tarver, Director of Student Publications, at mtarver@louisiana.edu.

Review of applications will begin immediately.