



Graduate Assistantship Opening Student Union: Events Logistics

The Student Union Property Leasing Area invites applications from master's degree seeking graduate students to fill the following Fall 2024 – Spring 2025 graduate assistantship position.

Primary Duties and Responsibilities:

Graduate students hired in assistantship positions in the Student Union will be responsible for, but not limited to:

- Assist in the logistical planning and coordination of events from inception to completion.
- Coordinate with vendors, suppliers, and service providers to secure necessary materials, equipment, and services.
- Coordinate and assist with the scheduling and daily management of tasks associated with event marketing and planning including but not limited to creating relevant, original, high-quality social media (Instagram and Facebook) content.
- Coordinate with the Event Logistics Coordinator on event logistics such as venue setup, signage, catering, transportation, and audiovisual needs.
- Provide on-site support during events, including setup, breakdown, and client assistance.
- Communicate effectively with internal teams, external partners, and event clients to ensure clear expectations and deliverables.
- Contact clients post-event to conduct evaluations and provide information to Event Coordinator to help identify areas for improvement for future events.

Additional General Expectations:

- Must be able to work flexible schedule (nights, weekends, holidays)
- Must be proficient in Microsoft Office and Canva
- Have knowledge of office procedures including filing, typing, and phone skills.
- Possess the ability to demonstrate the following qualities: professionalism, effective leadership skills, personal maturity, dependability, motivation, initiative, integrity, responsibility, discretion, strong interpersonal communication skills

Eligibility and Additional Considerations:

Students in the **MBA** graduate programs are eligible to apply. Consideration may be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Graduate assistantship appointments with University Housing 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.

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 booktheu@louisiana.edu.

Questions should be directed to Lauren Olivier, Events Coordinator.

Review of applications will begin immediately.