



Graduate Assistantship Opening Office of First Year Experience: Learning Living Communities

The Graduate Assistant for Living and Learning Communities works directly with the Office of the First-Year Experience (OFYE) to assist with First-Year student programming for the various residential Living and Learning Communities (LLCs) at the University of Louisiana at Lafayette. The LLCs were established to provide a distinctive setting where student academic success is supported through residential experiences. The graduate student who fills this position will report directly to the Associate Director of First-Year Programs in the Office of the First-Year Experience. They will be responsible for planning, supervising, and assessing co-curricular and extracurricular events related to the majors and themes of the LLCs. The position requires day and evening responsibilities and the ability to appropriately interact with professional staff, faculty, students, and resident assistants.

Primary Duties and Responsibilities:

Student Development:

- Initiate, plan, supervise, and evaluate programming activities consistent with goals and objectives of the Office of the First Year Experience
- Display initiative in planning programs, assessing student needs, and working with campus partners
- Advertise programs and events to all residents living in the LLC community, including via social media
- Plan and implement building wide programming.
- Conduct program recognition for staff members based on a programming guideline criteria

Academics:

- Coordinate the implementation of in-hall academic study groups for assigned communities
- Conduct intervention meetings with students identified as at-risk (or otherwise flagged in our early warning system)
- Assist Resident Assistants in developing programs to meet academic and social needs of the students in the Living and Learning Communities
- Outreach to students, serve as an academic mentor, and refer students to appropriate campus resources

Recruitment, Marketing, and Training:

- Design digital and print marketing materials related to LLC and academic events and initiatives
- Participate in the recruitment, selection, training, and in-services of staff members for the LLC's

- Assist with the recruitment of new students for the LLCs at Preview Days and other admissions functions
- Plan and participate in staff training and development including, but not limited to July/August and January training

Administration and Assessment:

- Host one on one meetings with resident assistants in LLCs
- Assist in assessment, planning, implementation, and/or evaluation of assigned initiatives and projects
- Oversee administrative tasks related to program planning and reports
- Establish and maintain regularly scheduled office hours

Other:

- Assist with other programs initiated and implemented by OFYE
- Assist with summer activities, orientations, and recruitment events on an as needed basis

Eligibility and Additional Considerations:

Graduate assistantship appointments with the Office of First Year Experience are for the academic year, beginning in August 2024.

Students pursuing **Education, Communication, Counseling, and Psychology** graduate degrees are eligible to apply. Those pursuing other graduate degrees or a research focus with direct connection to the duties described above may be considered. The following demonstrated skills are also expected:

- Strong administrative, organizational, and student programming skills
- Strong interpersonal communication skills and the ability to interact with a diverse population
- Knowledge of First-Year student needs
- Demonstrated skills in student program development and implementation

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 matika.holmes@louisiana.edu. Questions should be directed to **Matika Holmes**, Associate Director, at matika.holmes@louisiana.edu.

Review of applications will begin immediately.