



UNIVERSITY of
LOUISIANA
L A F A Y E T T E ®

**University
Libraries**

Graduate Assistantship Opening Edith Garland Dupré Library / User Engagement Services

The **Edith Garland Dupré Library / User Engagement Services** invites applications from master's degree seeking graduate students to fill the following graduate assistantship position.

Reporting to the Head of User Engagement Services, this applied Graduate Research Assistantship (GRA) is located within Public Services, with primary responsibilities in User Engagement.

Duties and Responsibilities:

- Promote library services and collections within campus departments and to a variety of community groups.
- Coordinate with library, campus, and community partners for library programming (event planning, promotion, set-up, etc.)
- Create graphics, content, and scheduling for the library's Social Media platforms (Facebook, Twitter, Instagram).
- Support the development, distribution, collection, and analysis of surveys for engagement and assessment of library initiatives and programs.
- Support the design of posters, flyers, and brochures for library events and workshops.
- Support the planning and implementation of exhibits, including tracking exhibition requests.
- Support space planning and design of multi-purpose areas for library events.
- Support the library in its work to engage the university and wider Lafayette community.

This GA position is for 20 hours each week between 7:30 a.m. and 5:00 p.m., Monday through Thursday, and 7:30 a.m. and 12:30 p.m. on Friday.

Duties may require standing for long periods; lifting and moving library materials weighing 25 to 50 lbs.; pushing carts up to 100-300 lbs.; and stepping on and off a step stool to retrieve specific materials and mobility to negotiate the book stacks.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the Edith Garland Dupré Library are for the academic year, and usually begin in the fall semester. This position will begin August 2024.

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

Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally.

Appointment also requires 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 the Search Committee at duprelibrary@louisiana.edu. Questions should be directed to Tiffany Ellis, Head of User Engagement, at tiffany.ellis@louisiana.edu.

Only emailed resumes and cover letters will be accepted. No in-person applications, please.

Review of applications will begin immediately.