



Graduate Research Assistantship Opening Office of Career Services

The Office of Career Services seeks applications from master's degree-seeking graduate students to fill an applied graduate research assistantship opening beginning in Spring 2025.

Primary Duties and Responsibilities:

Graduate students hired in this applied assistantship position in the Office of Career Services will work with the University to develop and manage a food pantry and career closet for UL Lafayette students. Through the Campus Cupboard the University works to alleviate the challenges and hardships of food insecurity that many students encounter during their academic careers. Through the Career Closet the University helps relieve the stress of affording professional clothing and allows students to focus on creating positive first impressions when networking and going on job interviews. Both the Career Closet and the Campus Cupboard provide much needed support for students so they can remain enrolled and ultimately earn their degrees. Selected candidate will:

- Implement program including all processes and procedures for procuring and distributing food and professional clothing to students in need
- Market and promote the Campus Cupboard and Career Closet to students including traditional and social media marketing applications and educational outreach
- Work closely with key offices (Dining Services, Advancement, Dean of Students, Campus Cupboard Advisory Committee, Office of Sustainability, Career Services) to administer the center
- Work closely with Acadiana community partners to order and receive food and clothing items. Work closely with businesses, community organizations, and the UL Lafayette Alumni Association to coordinate donation drives for clothing and food items
- Manage, train, and create work schedules for student assistants
- Review Career Closet and Campus Cupboard data and report findings to Dean of Students office and Career Services
- Coordinate volunteers and procedures to distribute items to students
- Coordinate intake and application process of items
- Manage storage of dry and perishable goods and clothing items
- Evaluate and assess efficiencies of the Campus Cupboard and Career Closet

Eligibility and Additional Considerations:

Graduate assistantship appointments with the Office of Career Services are limited to the academic year, with this assistantship opening beginning in Spring 2025.

Students in **Communication, Counseling, MBA, and Psychology** 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.

Additional preferred qualifications include:

- Excellent communication skills; personable and diplomatic in working with diverse constituencies.
- Attention to detail with strong organizational skills.
- Self-driven; able to multi-task and provide excellent follow-through on projects and ability to meet deadlines.
- Ability to provide appropriate support and maintain confidentiality of personal information.
- Comfortable standing for long periods of time.
- Comfortable lifting and moving non-perishable food items weighing up to 25-50 lbs.
- Experience with administrative processes including asset management, inventory, and procurement preferred.
- Experience with community and civic engagement programs preferred.

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 beyond Spring 2025 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 academic-year stipend for master's students is \$11,500 paid over ten months. For doctoral students, the minimum academic-year stipend is \$20,000 paid over ten months.
- Using 2024-2025 tuition and fee rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,514 for U.S. resident graduate students and \$26,198 for non-resident/international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, the value of this benefit is even higher.
- The assistantship 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 and resume or CV to kimberlyb@louisiana.edu. Questions should be directed to **Kimberly Billeaudeau, Director of Career Services**, at kimberlyb@louisiana.edu.

Review of applications will begin immediately.