



### **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.

#### **Career Counseling GRA Primary Duties and Responsibilities:**

Graduate students hired in this applied assistantship position in the Office of Career Services will work directly with the Director and Associate Director in the areas of career testing and career counseling.

Selected candidate will:

- Administer career assessments (Focus 2, TypeFocus, Choices360, CliftonStrengths) and guide students through the career decision making process.
- Provide individual major & career appointments to exploratory, undecided or unsure students on all majors at the University.
- Lead and participate in short-term counseling, group activities and workshops.
- Develop counseling helping skills, conceptualize cases, and utilize appropriate counseling theories & techniques to develop individual counseling style.
- Maintain records and confidentiality in accordance with the Center and University's procedures.
- Research and communicate University majors and associated career opportunities.
- Collaborate with the Counseling & Testing Center on campus through our joint Student Affairs Partnership.
- Become knowledgeable of Career Services and the University's resources to make appropriate referrals.
- Utilize computer programs and research skills for the development of materials for various outreach services & marketing resources.
- Collaborate with professional staff on projects related to career topics of interest, trends, student development, and career readiness.
- Participate in career related events, such as Career Fairs and Majors & Minors Fairs.

#### **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 **Counseling 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.

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, resume or CV, and contact information for professional references to [lauren.landry@louisiana.edu](mailto:lauren.landry@louisiana.edu).

Questions should be directed to **Lauren Landry, Associate Director for Major and Career Exploration**, at [lauren.landry@louisiana.edu](mailto:lauren.landry@louisiana.edu).

Review of applications will begin immediately.