



Graduate Assistantship Opening
Office of Vice President for Research, Innovation, and Economic Development

The Office of Vice President for Research, Innovation, and Economic Development is responsible for overseeing University functions related to research. These include stimulating and supporting sponsored research, technology transfer and other economic development activities, the operation of the University Research Park, and many of the research centers on campus.

Primary Duties and Responsibilities:

Graduate students who work in the Office of Vice President for Research, Innovation, and Economic Development in this particular GA role will:

- **Assist with Research Data Collection and Analysis:** Support the Vice President for Research (VPR) and Associate Vice President for Research (AVPR) by gathering data through various methods such as surveys, experiments, or archival research. Perform preliminary data analysis using statistical software and prepare summaries or reports of findings.
- **Manage Research Documentation and Records:** Organize and maintain research documents, including consent forms, NDAs, research protocols, and project files. Ensure all documentation is accurately filed and easily accessible, adhering to university and ethical standards.
- **Prepare Research Reports and Presentations:** Assist in drafting research reports, preparing presentations, and creating visual aids for public presentations.
- **Coordinate Research Activities and Meetings:** Schedule and organize research meetings (for example, communities of interest, director's meetings, and workshops). Handle logistical arrangements such as booking meeting rooms, coordinating with speakers, and managing event materials to facilitate the smooth operation of research-related activities.
- **Support the VPR and AVPR in special projects** such as multi-institutional, complex grant proposals, faculty development programs, etc.

Eligibility and Additional Considerations:

Graduate assistantship appointments with Office of Vice President for Research, Innovation, and Economic Development are limited to the academic year, and this vacancy is to fill an assistantship opening for Spring 2025.

Students in **Computer Science, Educational Leadership, History, Informatics, and 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.

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 and approval.

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 **ovpr@louisiana.edu**.

Review of applications will begin immediately.