



**Graduate Research Assistantship Opening
Edith Garland Dupré Library / Special Collections**

The Edith Garland Dupré Library / Special Collections invites applications from graduate students seeking master's degrees to fill a graduate research assistantship position.

Reporting to the Head of Special Collections, this Graduate Research Assistantship (GRA) is located within Special Collections, including Archives and the Cajun & Creole Music Collection.

Primary Duties and Responsibilities:

Graduate students hired in assistantship positions in the Edith Garland Dupré Library / Special Collections have the following duties and responsibilities.

- Assisting with research and information requests at the staff reading room desk.
- Processing backlog and incoming manuscript and archival collections.
- Creating and/or editing finding aids in archival content management systems (i.e., ArchivesSpace).
- Conducting and/or transcribing oral history interviews.
- Working on digitization or database projects.
- Assisting with special projects and public programming.
- Using the library's integrated catalog system.
- Working with the Louisiana Room, Rare Book Collection, and U.S. Government Information collection as needed.
- Performing other related work as required by circumstances or as directed.

This GRA position is for 20 hours 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. Some evening hours will be required Monday and/or Tuesday, between 5:00 and 7:00 p.m. Duties also may require standing for extended periods; lifting and moving library materials weighing 25 to 50 lbs.; pushing carts up to 100 to 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 fill a vacancy open for Spring 2025. Spring tuition waiver and stipend will be prorated to start dates after January 13.

Students in **Communication, English, French, History, and Music** master's degree 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.

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 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 academic-year stipend for master's students is \$11,500 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 Graduate Research Assistant Search Committee at duprelibrary@louisiana.edu. Questions should be directed to Scott Jordan, Interim Head of Special Collections, at scott.jordan@louisiana.edu.

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

Review of applications will begin immediately.