



## **Graduate Assistantship Opening The Graduate School**

The Graduate School is searching for a graduate student to fill a Graduate Assistantship (GA) position in its office. This GA position will report directly to individual professional staff within the Graduate School and, indirectly, to the Dean of the Graduate School.

### **Primary Duties and Responsibilities:**

The GA position in the Graduate School related to **retention-focused communications and funding** supports our work aimed at promoting graduate student retention and progress toward degree. This position is instrumental to communication with graduate students and graduate programs awarded funds by the Graduate School, the Scholarships Office, the Graduate Student Organization, and/or other University entities. These funds do much to offset research, travel, and tuition expenses for individual students and they support graduate program recruitment efforts, guest speakers, and other kinds of retention-focused programming; thus, their timely processing and payment are critical to graduate student success. This position also supports other critical retention-focused work of the Graduate School and the University Committee for Graduate Student Success and Retention including, but not limited to, the collection, compiling, assessment, and reporting of committee appointments and updates as well as forms, reports, and surveys submitted by students at various stages of their graduate studies.

### **Eligibility and Additional Considerations:**

Priority consideration will be given to graduate students in graduate degree programs who demonstrate a direct connection in their letter of application between the duties described above and their graduate degree program. Graduate students in Business (especially finance or project management), Communication, Counseling, Education (higher education), English, Psychology are especially encouraged to apply.

Applicants must be full-time graduate students in good academic standing who were admitted unconditionally to a graduate degree program.

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.

### **Appointment Term:**

This appointment is for Spring 2025 with the expectation that it will continue, with full stipend and tuition/fee waiver benefits into the 2025-2026 academic year. Each requires full-time enrollment and completion of 20 hours per week of in-person, on-campus duties in each term of appointment. They do not require completion of duties when classes are not in session (i.e., during the intercessions and student breaks). Reappointment beyond Summer 2025 is contingent upon

satisfactory progress toward degree, successful completion of assistantship duties, and budgetary considerations.

**Compensation:**

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels. **Spring 2025 tuition waiver and stipend will be prorated to official hire date.**

- 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:**

For full consideration, send letter of application, resume, and contact information for three academic or professional references to [GradSchool@louisiana.edu](mailto:GradSchool@louisiana.edu) by Monday, January 20.