



Graduate Assistantship Opening Student Union: Building Manager

The Student Union invites applications from master's degree seeking graduate students to fill the following Spring 2025 graduate assistantship position.

Primary Duties and Responsibilities:

Graduate students hired in assistantship positions in the Student Union will be responsible for, but not limited to:

- Hire, onboard, train and manage student staff including coaching and discipline.
- Assist with development and implementation of student staff training.
- Manage the scheduling and daily tasks of student staff to provide exceptional customer service and systematically and efficiently set and teardown rooms for events.
- Prepare nightly reports of building activities and issue and efficiently reporting facility issues to other departments such as Facilities Management.
- Become familiar with and knowledgeable of Student Union procedures and operating policies, and professionally communicate them to various tenants and guests as it relates to reservations, room set-up, custodial services, and emergency preparedness.
- Attend scheduled weekly staff meeting, student trainings, and retreats.
- Be on-site and/or on-call Nights and Weekends for after hour events – ***Late Night and Weekend availability is required.***
- Coordinate monthly and semesterly student staff training in-services.

Additional General Expectations:

- Strong interpersonal communication skills and the ability to interact with a diverse population are required.
- Required to do the following physical requirements: Activities such as reaching overhead, climbing ladders up to 20 feet, pushing and moving various equipment throughout the UL Student Union; ability to work long hours while standing and walking; ability to lift at least 65 pounds.
- Possess the ability to demonstrate the following qualities: professionalism, effective leadership skills, personal maturity, dependability, motivation, initiative, integrity, responsibility, and discretion.

Eligibility and Additional Considerations:

Students in the **MBA** graduate program are eligible to apply; those pursuing Human Resources or Hospitality Management concentrations are especially encouraged to apply. Consideration may be

given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Graduate assistantship appointments with the Student Union are for the academic year, typically beginning in August 2024. This posting is to fill a vacancy for the Spring 2025 semester.

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 to Spring 2025 and 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. **Spring 2025 stipend and tuition/fee waiver will be prorated to start dates after January 13.**

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- While the 2024-2025 tuition and fees are not yet set, using 2023-2024 rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,184 for U.S. resident graduate students and \$25,610 for non-resident international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, this benefit is even higher.
- The accompanying 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 alexis@louisiana.edu.

Questions should be directed to Alexis Guillotte, Event Logistics Coordinator, at alexis@louisiana.edu.

Review of applications will begin immediately.