



**Graduate Research Assistantship Opening  
Edith Garland Dupré Library / Research & Access Services**

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

Reporting to the Head of Research & Access Services, this Graduate Teaching Assistantship (GRA) is located within Public Services, with primary responsibilities in Research Services.

**Primary Duties and Responsibilities:**

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

- Provide instruction to users at the library's main desk in person, via telephone, and virtually (text and chat)
- Provide instruction to users for research and general inquiries as well as guidance on library policies and services
- Provide instruction to users in use of online library catalog, electronic databases/print indexes, U.S. government documents, and other library resources
- Assist with Circulation/Reserve procedures utilizing the library's integrated library system/catalog for charging and discharging of materials
- Assist users with other departments such as Interlibrary Loan
- Assist in the preparation of reports
- Troubleshoot Reference Online Center computers and other library technology
- Responsible for the daily pick up and shelving of library throughout the department; maintain stacks/bookshelves
- Conduct outlined opening and closing procedures
- Work closely with departmental student workers
- Perform other related duties as required by circumstances or as directed

This GTA 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 date after January 13.

Students in **Communication, Counseling, English, History, and Psychology** 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 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 date.

- 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 the Search Committee at [duprelibrary@louisiana.edu](mailto:duprelibrary@louisiana.edu). Questions should be directed to Peter Klubek, Head of Research & Access Services, at [peter.klubek@louisiana.edu](mailto:peter.klubek@louisiana.edu).

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

Review of applications will begin immediately.