



### **Graduate Assistantship Opening Office of First-Year Experience**

The Office of First-Year Experience connects first-year students and their families to the necessary resources to provide a strong foundation for success. This office helps students transition to college by offering academic support (UNIV classes), freshmen programs, and freshmen events that provide an enriching collegiate experience.

The Office of First-Year Experience invites applications from graduate students seeking master's degrees to fill the following graduate assistantship position.

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

- Develop video and multimedia content for promotion, instruction, and events, including serving as a photographer for OFYE and related events.
- Maintain and update departmental website ([firstyear.louisiana.edu](http://firstyear.louisiana.edu)) and explore website analytics.
- Develop weekly calendar for UNIV 100 instructors and peer mentors regarding campus events, important dates.
- Assist in planning, managing, and implementing large- and small-scale events. Including but not limited to: New Student Convocation, Cajun Connection, UNIV 100 Showcase, The Big Event, Freshman Finale and Family Weekend.
- Participate in OFYE staff meetings, training, and other staff development.
- Maintain knowledge and understanding of academic policies and procedures.
- Work with Linked-In Learning for Students program to support student and faculty needs
- Assist members of the OFYE staff who are conducting research geared toward the First-Year Experience and research cutting-edge, high-impact programs focused on first year student transition and retention.

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

Graduate assistantship appointments with Office of First-Year Experience are for the academic year, typically beginning in August. This opening is for the remainder of the Spring 2025 semester. Spring 2025 tuition waiver and stipend will be prorated to start date.

Students in **Communication, MBA, Educational Leadership, English – Professional Writing, Counseling, Computer Science, Informatics and other related graduate programs** are eligible to apply; those with graduate training in social media and/or marketing are especially encouraged to do so. 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.

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. 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 [elizabeth.giroir@louisiana.edu](mailto:elizabeth.giroir@louisiana.edu).** Questions should be directed to Dr. Beth Giroir, Executive Director, Student Success Initiatives, at [elizabeth.giroir@louisiana.edu](mailto:elizabeth.giroir@louisiana.edu).

Review of applications will begin immediately.