



Graduate Teaching Assistantship Opening
Office of Career Services – Career Advising/Coaching/Programming

The **Office of Career Services** invites applications from graduate students pursuing a master's degree to fill the following graduate assistantship position for the **Academic Year 2025-2026**.

Career Advising/Coaching/Programming GTA Primary Duties and Responsibilities:

Primary responsibilities will be in providing one-on-one and group career-related advising and training to students and alumni. Educating students about articulating their skills through resumes, cover letters, interviews and more. Selected candidate will:

- Support students through their career development by conducting classroom presentations, hosting workshops, and collaborating with student organizations on programming initiatives.
- Provide career advising/coaching to UL Lafayette students and alumni.
- Critique resumes, CV's, cover letters and other job search correspondence; support students preparing for and processing interviews.
- Work individually with students to develop action plans for acquiring academically-related work experience.
- Become knowledgeable of current full-time, part-time, internship, cooperative education, and volunteer/community service openings in Handshake.
- Assist students and alumni with job and graduate school searches, use of Handshake and other online career tools.
- Participate in career fairs, education interviewing days, special events, career services programs and workshops.
- Assist Career Services professional staff with events and programs as needed.

Eligibility and Qualifications:

Graduate assistantship appointments with the **Office of Career Services** are for the academic year and usually begin in the Fall semester. This position will begin **August 2025**.

Students in **MS Counseling, MS Psychology, MA English, MS Communications, and MBA** graduate 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.

Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally.

Appointment also **requires full-time graduate enrollment and 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 the appointment beyond Spring 2026 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 2025-2026 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- The value of tuition/fee waiver for an academic-year assistantship in 2025-2026 is at least \$11,202 for U.S. resident graduate students and \$27,674 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 letter of application and resume to career@louisiana.edu or, preferably, apply in Handshake.

To ensure full consideration apply by July 10. Review of applications will begin at that time and will continue until the position is filled.