



Graduate Research Assistantship Opening Edith Garland Dupré Library / Special Collections

The **Edith Garland Dupré Library / Special Collections** invites applications from graduate students pursuing a master's degree to fill the following graduate assistantship position for the **Academic Year 2025-2026**.

Reporting to the Head of Special Collections, this Graduate Research Assistantship (GRA) is located within Special Collections, including Archives and the Cajun & Creole Music Collection.

Duties and Responsibilities:

Primary duties may include but are not limited to:

- Assisting with research and information requests at the staff reading room desk.
- Processing backlog and incoming manuscript and archival collections.
- Creating and/or editing finding aids in archival content management systems (i.e., ArchivesSpace).
- Conducting and/or transcribing oral history interviews.
- Working on digitization or database projects.
- Assisting with special projects and public programming.
- Using the library's integrated catalog system.
- Working with the Louisiana Room, Rare Book Collection, and U.S. Government Information collection as needed.
- Performing related work as required by circumstances or as directed.

This GRA 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 begin **August 2025**.

Students in **English, Foreign Languages, History, and Music** 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 a letter of application/interest, resume or CV, and contact information for professional references to Graduate Research Assistant Search Committee at duprelibrary@louisiana.edu. Questions should be directed to Scott Jordan, Interim Head of Special Collections, at scott.jordan@louisiana.edu.

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

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