



Graduate Assistantship Opening The Graduate School

The Graduate School invites applications from graduate students pursuing a master's degree to fill two graduate assistantship positions in its office for the **Academic Year 2025-2026 and Summer 2026**. These assistantship positions report directly to individual professional staff within the Graduate School and, indirectly, to the Dean of the Graduate School.

Primary Duties and Responsibilities:

Opening 1: The applied GRA position related to **retention-focused communications and funding** supports the Graduate School work promoting graduate student retention and progress toward degree. This position is instrumental to communication with graduate students and graduate programs awarded funds by the Graduate School, the Scholarships Office, the Graduate Student Organization, and/or other University entities. These funds do much to offset research, travel, and tuition expenses for individual students and they support graduate program recruitment efforts, guest speakers, and other kinds of retention-focused events and programming; thus, their timely processing and payment are critical to graduate student success. This position also supports other critical retention-focused work of the Graduate School and the University Committee for Graduate Student Success and Retention including, but not limited to, the collection, compiling, assessment, and reporting of committee appointments and updates as well as forms, reports, and surveys submitted by students at various stages of their graduate studies.

Opening 2: The applied GRA position related to **data management and analytics** supports the admissions functions of the Graduate School. This position provides hands-on experience using technologies including Enterprise Resource Planning systems, Customer Resource Management systems, and Document Management systems. Responsibilities include direct involvement in the practical side of data entry, data cleanup, error correction, analytics, automated communication systems, and web content management systems. Graduate students appointed in this GRA position are part of a team responsible for designing, creating, implementing, and improving new approaches to business processes for the Graduate School all while learning about the importance of understanding user needs and translating them into real-world solutions.

All graduate assistantship roles in the Graduate School include secondary duties related to communicating with prospective students, students, and faculty through phone calls, emails, and walk-in inquiries as well as supporting events and programming delivered by the Graduate School.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the **Graduate School Office** are for 12 months and usually begin in the Fall semester. These positions will begin in **August 2025** and will continue into both Spring 2026 and Summer 2026.

For the **retention-focused communications and funding** applied GRA position, students in **Business MBA, Communication MS, Counseling MS, Education (especially higher education), English MA, Psychology MS** 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.

For the **data management and analytics** applied GRA position, students in **Business MBA, Engineering Management MSE, and Informatics MS** 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.

Appointment **requires full-time graduate enrollment and completion of 20 hours of in-person, on-campus** duties each week during the Fall, Spring, and Summer 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 in or 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. These assistantship positions include summer appointments, and thus the total stipend is \$13,800 paid equally over 12 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 (1) letter of application that clearly identifies which GRA position you are applying for and addresses your interest and qualifications for it, (2) resume, and (3) contact information for three academic or professional references to GradSchool@louisiana.edu. If applying for both positions, two distinct letters of application are required.

To ensure full consideration apply by July 16. Review of applications will begin at that time and will continue until the position is filled.