



Graduate Teaching Assistantship Opening Louisiana Educate Program

The **Louisiana Educate Program (LEP)** invites applications from master's degree seeking graduate students to fill one graduate teaching assistantship position.

The LEP is a four-year residential scholar program for students primarily from the New Orleans area. This program is designed to provide wrap around, holistic support to eligible first-time students as they enter UL-Lafayette.

Graduate students hired in assistantship positions with the LEP program will enhance their own academic endeavors and studies both technically and practically. It is important that the LEP Scholars see graduate students in these roles as an extension of themselves in how education should be continuous, and the importance of lifelong learning; they are essential to developing students holistically, professionally, and academically.

Primary Duties and Responsibilities:

The ideal candidate will have experience and knowledge of the Louisiana Educate Program and have experience working with data and be able to articulate the data into a written format. The candidate should also be able to work in different software packages including but not limited to the Microsoft 365 suite.

This position requires 20 hours of work each week during the academic year focused on analyzing data, creating reports, and presenting data findings. Duties may include but are not limited to:

- Assisting in the measurement of academic workshops and facilitating training in holistic development of the LEP Scholars such as Welcome Workshops, Professional Development, and LEP Recognition Banquets.
- Mentoring and tutoring LEP Scholars, hosting study hall group sessions and tutoring sessions.
- Formulating reports of and supporting the LEP Center academic study hall hours.
- Statistically analyzing of retention rates, persistence, and graduation rates of the LEP Scholars.
- Coordinating with LEP professional staff, as well as the Offices of First-Year Experience, Campus Engagement, Campus Diversity, and Residential Life for event planning such as New Student Convocation, UNIV 100 Freshman Year Seminar, The Big Event, and Commencement.
- Creating and updating the LEP Center's event calendar.
- Promoting and sending regular updates on LEP events to its scholars and professional staff.
- Encouraging LEP Scholar participation in academic and social organizations on campus.
- Keeping records on LEP scholars' event attendance.
- Composing and distributing of surveys for engagement and assessment of the LEP Scholar experiences.
- Other duties as assigned during office hours/presence in the LEP Center to support student success.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the **Louisiana Educate Program** are for the academic year and usually begin in the Fall semester. This position will begin **August 2025**.

Students in the following graduate programs are eligible to apply: **Counseling, Criminal Justice, Curriculum and Instruction, Educational Leadership, Informatics, MAT Elementary Education, MAT Special Education, History, and Psychology**. Priority consideration will 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 **Dr. Jorden Melton, Associate Director for Strategic Initiatives & Program Director, Louisiana Educate Program**, at jorden.melton@louisiana.edu. Questions may be directed to Dr. Melton at jorden.melton@louisiana.edu.

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