



Graduate Assistantship Opening Louisiana Entrepreneurship & Economic Development (LEED) Center

The LEED Center invites applications from graduate students pursuing a master's degree to fill the following applied GA position for the **Academic Year 2025-2026**.

The **Louisiana Entrepreneurship & Economic Development (LEED) Center**, housed within the B.I. Moody III College of Business Administration at UL Lafayette, is committed to advancing innovation, entrepreneurship, and regional economic growth. Through research, community engagement, and collaborative programming, the Center supports students, entrepreneurs, and business owners across Acadiana and beyond.

Signature initiatives include the Accelerate small business development program, student pitch competitions, and resource fairs that connect emerging entrepreneurs with vital tools and networks. The LEED Center serves as a hub for cross-campus and community-based economic development activities and provides hands-on learning opportunities for students interested in entrepreneurship, strategic planning, leadership, and economic impact.

Primary Duties and Responsibilities:

Graduate Assistants in the LEED Center play a critical role in supporting the Center's mission to foster entrepreneurship, innovation, and economic development across the University and the broader Acadiana region. Working closely with professional staff, undergraduate student workers, and community partners, the GA will:

- Assist in planning and implementing outreach programs such as pitch competitions, small business training cohorts (e.g., Accelerate Northside), resource fairs, and community engagement events.
- Support the development and execution of marketing campaigns and content, including newsletters, flyers, email communications, and social media posts.
- Manage communication and scheduling with local entrepreneurs, stakeholders, and institutional partners.
- Help collect and organize program data and feedback to assess impact and prepare reports.
- Provide logistical support for workshops, conferences, and student-focused events.
- Assist with general administrative duties related to the Center's day-to-day operations.
- Contribute to research projects or grant activities aligned with the LEED Center's goals.

Required Skills and Competencies:

Technical Skills:

- Strong proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams).
- Experience with social media platforms and basic graphic design tools (e.g., Canva, Adobe Express).
- Familiarity with data entry and analysis tools (e.g., Google Forms, Qualtrics, Excel).

Professional Competencies:

- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Excellent organizational skills, time management, and attention to detail.
- Interest in entrepreneurship, research, higher education, and community development.
- Professional demeanor when interacting with students, faculty, and external partners.

Eligibility and Additional Considerations:

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

Students pursuing a graduate degree in **Business Administration MBA** are eligible to apply. Consideration may be given to graduate students pursuing another degree program with research focus and 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 in and 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 leedcenter@louisiana.edu. Questions may be directed to Kevin Guillory, MBA. at kevin.guillory@louisiana.edu

To ensure full consideration apply by July 18. Review of applications will begin at that time and will continue until the position is filled.