



Graduate Research Assistantship Opening Office of Career Services – Career Closet/Campus Cupboard

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

Through Campus Cupboard, the University works to alleviate the challenges and hardships of food insecurity that many students encounter during their academic careers. Through Career Closet, the University helps relieve the stress of affording professional clothing and allows students to focus on creating positive first impressions when networking and going on job interviews. Both Career Closet and the Campus Cupboard provide much needed support for students so they can remain enrolled and ultimately earn their degrees.

Career Closet/Campus Cupboard GRA Primary Duties and Responsibilities:

The graduate student hired in this applied GRA assistantship position supports the development and management of both a food pantry and career closet for UL Lafayette students. In doing so, the selected candidate will:

- Implement program including all processes and procedures for procuring and distributing food and professional clothing to students in need
- Market and promote the Campus Cupboard and Career Closet to students including traditional and social media marketing applications and educational outreach
- Work closely with key offices (Dining Services, Advancement, Dean of Students, Campus Cupboard Advisory Committee, Office of Sustainability, Career Services) to administer the center
- Work closely with Acadiana community partners to order and receive food and clothing items. Work closely with businesses, community organizations, and the UL Lafayette Alumni Association to coordinate donation drives for clothing and food items
- Manage, train, and create work schedules for student assistants
- Review Career Closet and Campus Cupboard data and report findings to Dean of Students office and Career Services
- Coordinate volunteers and procedures to distribute items to students
- Coordinate intake and application process of items
- Manage storage of dry and perishable goods and clothing items
- Evaluate and assess efficiencies of the Campus Cupboard and Career Closet

Eligibility and Additional Considerations:

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 **MBA, MS Communications, MS Counseling, and MS Psychology** 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.

Additional preferred qualifications include:

- Excellent communication skills; personable and diplomatic in working with diverse constituencies.
- Attention to detail with strong organizational skills.
- Self-driven; able to multi-task and provide excellent follow-through on projects and ability to meet deadlines.
- Ability to provide appropriate support and maintain confidentiality of personal information.
- Comfortable standing for long periods of time.
- Comfortable lifting and moving non-perishable food items weighing up to 25-50 lbs.
- Experience with administrative processes including asset management, inventory, and procurement preferred.
- Experience with community and civic engagement programs preferred.

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 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.
- 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:

Apply by submitting a letter of application and resume online in **Handshake**.

Questions may be directed to Kimberly Billeaudeau, Director of Career Services, at kimberlyb@louisiana.edu, however application materials must be submitted via Handshake.

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