



Graduate Assistantship Opening Student Health Services

The Office of Student Health 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**.

Primary Duties and Responsibilities:

Graduate students hired in this applied research graduate assistantship position in the Office of Student Health Services will work directly with the Student Health Services staff in clinical and administrative areas. This position reports directly to the Student Health Services Chief Administrative Officer. The selected graduate student candidate will:

- Support initiation and follow up on referrals.
- Support data management of patient information for lab specimens.
- Support the evaluation and management of the Student Health Services website.
- Planning, implementation, and participation in outreach events on campus such as health fairs, vaccine clinics, and other specialty clinics
- Research and information gathering to compile multi-school, system-wide health insurance bid.
- Research and information gathering to support the Student Health Services strategic plan including but not limited to analysis of survey results and efficiency studies.
- Research and development of content materials for various outreach services & marketing resources.
- Maintenance of patient records and confidentiality in accordance with Student Health Services and University's procedures.
- Training as an electronic health record super user, supporting the creation of templates, troubleshooting system errors, and communicating with tech support.
- Other duties as directed.

Required Skills and Competencies:

- **TECHNICAL SKILLS:** Experience with data management, spreadsheets and word processing is required. Candidates must be able to use general office equipment including office PC, copier, telephone, facsimile, etc.
- **PROFESSIONAL COMPETENCIES:** Candidates must possess excellent attention to details; be a team player and interact collegially with co-workers and other constituencies; and possess excellent customer service skills and strong organizational skills. Ability to exercise

initiative and independent judgment in unusual or new situations is critical, as is the ability to work independently and retain confidential information according to HIPPA Guidelines.

Eligibility and Additional Considerations:

Students pursuing graduate degrees in **Nursing, MBA Health Care Administration, Informatics – Health Informatics concentration** are eligible to apply. Consideration may be given to graduate students pursuing another degree program with 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 shs@louisiana.edu. Questions should be directed to Madeline S. Husband-Ardoin, RN, Chief Administrative Officer at madeline.husband@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.