



Job Title: Graduate Student Hourly Worker – Academic Affairs, Faculty Development

Hourly Rate: \$15/hour

Position Type: Part-Time, Hourly

Eligibility: Current Master's-level Graduate Student (Part Time or Full Time)

Job Overview:

The Division of Academic Affairs is seeking a Master's-level graduate student with strong communication skills to join our team as a Graduate Student Hourly Worker. This position plays a vital role in supporting faculty development initiatives by assisting with event promotion and planning, as well as data collection related to our programming.

Key Responsibilities:

- Assist in the communication and promotion of faculty development events, including creating flyers, emails, and digital content.
- Support planning and logistical coordination for workshops, faculty learning communities, mentorship training sessions, and other development events.
- Collect and organize data related to faculty participation and feedback.
- Assist with tracking engagement and outcomes for programs such as:
 - Faculty Development Workshops
 - Faculty Learning Communities
 - One-on-One Professional Development
 - Mentorship Training
 - Resource Building
- Collaborate with staff to ensure smooth execution and evaluation of programs.

Qualifications:

- Enrolled in a Master's-level graduate program, full-time or part-time
- Strong communication skills
- Excellent organizational skills and attention to detail

Work Schedule:

Flexible hours, approximately 15–20 hours per week based on availability and departmental needs.

To Apply:

Please submit your resume and a brief statement of interest outlining your qualifications and availability to Dr. Chad H. Parker, Assistant Vice President for Faculty Development and Academic Outreach, at chad.parker@louisiana.edu.

To ensure full consideration apply by August 14. Review of applications will begin at that time and will continue until the position is filled.