



Graduate Research Assistantship Opening Office of Institutional Effectiveness

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

Primary Duties and Responsibilities:

Graduate students appointed to graduate assistant positions in the Office of Institutional Effectiveness support accreditation, data management, analysis, and reporting efforts that inform institutional planning and decision-making. Responsibilities include compiling documentation and formatting narratives to ensure alignment with accrediting standards; assisting with document organization, including linking and applying consistent naming conventions; supporting the collection and entry of quantitative and qualitative data from various institutional sources such as surveys and performance dashboards; and creating clear, informative, and visually engaging dashboards, charts, infographics, and other visual tools using platforms like Excel and Tableau to effectively communicate trends, patterns, and key findings to internal stakeholders.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the **Office of Institutional Effectiveness** are for the academic year and usually begin in the Fall semester. This position will begin **August 2025**.

Students in **Computer Science MS** and **Informatics MS** 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.

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:

Send a letter of application/interest, resume or CV, and contact information for professional references to planning@louisiana.edu. Questions should be directed to Melissa Lewis, Director Office of Planning & Academic Initiatives, at melissa.lewis@louisiana.edu.

To ensure full consideration apply by August 15. Review of applications will begin at that time and will continue until the position is filled.