



## **Graduate Assistantship Opening Office of Event Logistics**

The Office of Event Logistics in the Student Union invites applications from graduate students pursuing a master's degree to fill the following Graduate Assistantship position for the **Academic Year 2025-2026**.

We are seeking a motivated and detail-oriented graduate assistant to join our team as an Event Logistics Graduate Assistant. In this role, you will play a crucial part in the planning, coordination, and execution of various events hosted by student organizations, university departments, and external clients. You will work closely with the event coordinator to ensure seamless operations and exceptional client experiences.

### **Primary Duties and Responsibilities:**

- Graduate students hired in assistantship positions in the Student Union will be responsible for, but not limited to:
- Assist in the logistical planning and coordination of events from inception to completion.
- Coordinate with vendors, suppliers, and service providers to secure necessary materials, equipment, and services.
- Coordinate and assist with the scheduling and daily management of tasks associated with event marketing and planning including but not limited to creating relevant, original, high quality social media (Instagram and Facebook) content.
- Coordinate with the Event Logistics Coordinator on event logistics such as venue setup, signage, catering, transportation, and audiovisual needs.
- Provide on-site support during events, including setup, breakdown, and client assistance.
- Communicate effectively with internal teams, external partners, and event clients to ensure clear expectations and deliverables.
- Contact clients post-event to conduct evaluations and provide information to Event Coordinator to help identify areas for improvement for future events.

### **Additional General Expectations:**

- Must be able to work flexible schedule (nights, weekends, holidays)
- Must be proficient in Microsoft Office Suite and Canva; familiarity with event management software/tools is a plus
- Have knowledge of office procedures including filing, typing, and phone skills.
- Possess the ability to demonstrate the following qualities: professionalism, effective leadership skills, personal maturity, dependability, motivation, initiative, integrity, responsibility, discretion, strong interpersonal communication skills
- Must be able to work between semesters is required with compensation paid on an hourly basis during semester breaks

## **Eligibility and Additional Considerations:**

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

Students in **MBA** graduate program 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 Lauren Olivier, Event Coordinator with the Student Union. Questions should be directed to the same.

**To ensure full consideration apply by August 13.** Review of applications will begin at that time and will continue until the position is filled.