



Graduate Assistantship Opening

The Learning Center (TLC) invites applications from graduate students pursuing a master's degree to fill the following applied GA position for the **Academic Year 2025-2026**.

The Learning Center (TLC) is located within the Division of Student Success under Academic Affairs. The TLC is responsible for delivering academic support for students through learning strategies consultations and presentations, tutoring and supplemental instruction.

The Tutoring Support Graduate Assistant will play a vital role in our nationally recognized College Reading & Learning Association (CRLA) certified program.

Primary Duties and Responsibilities:

Database Management – Collaborate with Associate Director & Coordinator

- Assist with the administration of TLC tutoring management software, TutorTrac
- Create and update staff profiles in TutorTrac
- Create and update tutor schedules in TutorTrac
- Update subjects and sections tutored in TutorTrac
- Run weekly attendance & analysis reports

Administrative Functions- Collaborate with Associate Director & Coordinator

- Create staff profiles in timekeeping software
- Maintain tracking of CRLA certification requirements for tutors.
- Assist with the creation of staff schedules every semester and finals week
- Assist the Coordinator with staff supervision and periodic tutoring observations.
- Assist Coordinator with payroll processes.
- Assist with CRLA certified Tutor training
- Assist in front desk coverage as needed and as schedule allows.
- Assist with the evaluation of Tutors and Desk Assistants.
- Serves on Center and Campus committees as needed

Communication – Collaborate with Coordinator

- Create a weekly newsletter for TLC staff, including announcements and important campus events and/or dates
- Post essential updates and reminders on the TLC Moodle page for TLC staff
- Conduct an open line of communication via email to staff about needed changes in scheduling or subjects
- Engage in conversation with TLC staff, Faculty, & Staff for openness and relationship building

- Debrief with staff after observations
- Communicate the CRLA certification progress to TLC staff

Recruitment, Marketing, and Training - Collaborate with Coordinator

- Design marketing materials related to academic events and initiatives and share via TLC social media platforms
- Participate in the recruitment, selection, training, and in-services of staff members for TLC.
- Assist with informational presentations requested by faculty and campus partners.
- Plan and participate in staff training and development including, but not limited to TLC Onboarding, Semesterly Orientation and CRLA training.
- Flexible work availability during regular business hours and be available evenings and occasional weekends for outreach to residence halls, Greek houses, student organizations, etc.

Required Skills and Competencies:

- Available to be in Lee Hall 20 hours per week.
- Demonstrated social media creativity, experience with Canva and Hootsuite.
- Excellent verbal communication (public speaking) skills
- Knowledge of presentation software and slide projection tools.
- Comfort with facilitating group discussion.
- Administrative, organizational, and interpersonal communication skills
- Proficient in Microsoft Office 365
- Ability to interact with a diverse population and build relationships.
- Ability to take initiative, work independently, multitask, and prioritize tasks
- Comfortability with learning new technologies and processes
- Ability to remain calm and patient in stressful situations
- Previous experience in academic support, tutoring, student programming, or education.

Eligibility and Additional Considerations:

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

Students in all master's programs with demonstrable alignment or research interest to duties above are eligible to apply. Students pursuing **MBA, MS Accounting, MS Communications, MS Counseling, Masters' in Education (all), MA English, MS Mathematics, MS Psychology, MS Speech Pathology** graduate degrees are especially encouraged to apply.

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 James Boffenmyer, Associate Director of the Learning Center, at james.boffenmyer@louisiana.edu. 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.