



**Graduate Assistantship Opening
Louisiana Entrepreneurship & Economic Development (LEED) Center
Office of the Vice President of Strategic Impact & Economic Development**

The LEED Center and the Office of the Vice President of Strategic Impact & Economic Development invite applications from graduate students pursuing a master's degree to fill the following applied GA position for Spring 2026.

The Louisiana Entrepreneurship & Economic Development (LEED) Center, housed within the B.I. Moody III College of Business Administration at UL Lafayette is committed to advancing innovation, entrepreneurship, and regional economic growth. Through research, community engagement, and collaborative programming, the Center supports students, entrepreneurs, and business owners across Acadiana and beyond. The Office of the Vice President of Strategic Impact & Economic Development is focused on the University's strategic direction, marketing & communications, fundraising, alumni affairs, and economic development.

Signature initiatives include the Accelerate small-business development program, student pitch competitions, and resource fairs that connect emerging entrepreneurs with essential tools and networks. The strategy and economic development activities within the Office of the Vice President of Strategic Impact & Economic Development are currently coordinating new initiatives/councils on service, accountability, and innovation. Additionally, the office is leading the University's efforts to attain the Innovation & Economic Prosperity designation from the Association of American Public Land-Grant Universities.

Primary Duties and Responsibilities:

Graduate students who hold assistantships in the LEED Center play a critical role in supporting the Center's mission to foster entrepreneurship, innovation, and economic development across the University and the broader Acadiana region.

Working closely with professional staff, undergraduate student workers, and community partners, the graduate student appointed to this role will:

- Provide research support and data analysis to the councils on service, accountability, and innovation.
- Assist the LEED Center Director/Interim VP for Strategic Impact and Economic Development with the APLU IEP designation process.
- Assist with projects related to university economic development projects and initiatives.

- Support the development and execution of marketing campaigns and content, including newsletters, flyers, email communications, and social media posts.
- Manage communication and scheduling with economic development prospects, local entrepreneurs, stakeholders, and institutional partners.
- Assist with general administrative duties related to the Center's day-to-day operations.
- Where possible, contribute to research projects or grant activities aligned with the LEED Center's goals.

Eligibility and Additional Considerations:

Graduate assistantship appointments with the LEED Center and the Office of the Vice President of Strategic Impact & Economic Development are for the academic year and usually begin in the Fall semester. However, this position will begin in January 2026.

Students pursuing a master's degree Business Administration, Informatics, and Communications are eligible to apply. Consideration may be given to graduate students pursuing another degree program with a research focus and direct connection to the duties described above.

Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally.

Required technical skills and competencies:

- Ability to work independently and collaboratively in a fast-paced environment.
- Interest in entrepreneurship, research, higher education, and economic & community development.
- Professional demeanor when interacting with staff, students, faculty, and external partners.
- Strong written and verbal communication skills.
- Excellent organizational skills, time management, and attention to detail.
- Experience with social media platforms and basic graphic design tools (e.g., Canva, Adobe Express).
- Strong proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams).
- Familiarity with data entry and analysis tools (e.g., Google Forms, Qualtrics, Excel).

Additional preferred qualifications include:

- Experience in graphic design and/or data analytics.

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 and beyond Spring 2026 is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

If you are 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. Assistantship stipend and tuition/fee waiver benefits will be prorated to start date.

- 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:

To apply, complete this form: <https://forms.microsoft.com/r/X2B2Pgvx0L>. Questions may be directed to Kevin Guillory at leedcenter@louisiana.edu.

To ensure full consideration, apply by January 27. Review of applications will begin at that time and will continue until the position is filled.