



## Graduate Assistantship Opening

The Hilliard Art Museum invites applications from graduate students pursuing a master's degree to fill the following applied Graduate Assistant position for Spring 2026.

### Primary Duties and Responsibilities:

Graduate students hired in assistantship positions in the Hilliard Art Museum support the museum in the following ways:

### Tours, Events, and Programs:

- Lead tours under the supervision of the museum educator
- Organize and execute the preparations, set-up, and breakdown of event and tour necessities, such as chairs, tables, supplies, and AV equipment.
- Assist the Educator and teaching artists in the managing, ordering, and prepping of art making materials.

### Research and Writing:

- Research, request, scan, and organize files, materials, and objects related to the museum's exhibitions, collections, and institutional history
- Research and draft materials for public and education programs, such as artist and presenter biographies, copy for promotional materials, visitor handouts, etc.

### Administrative:

- Communicate in person, through phone calls, and correspondence with special guests, visitors, UL staff, and partners of the museum.
- Provide routine administrative support related to museum operations, membership management, admissions tracking, etc.

### Eligibility and Additional Considerations:

Graduate assistantship appointments with the **Hilliard Art Museum** are for the academic year and usually begin in the Fall semester. This position will begin **January 2026**.

Students in the following graduate programs are eligible to apply: **MBA (especially project management), MS Communications, MA English, MA French, MA History, and all master's level Education programs**. 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 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. 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:**

Send a letter of application/interest, resume or CV, and contact information for professional references to Barbara Helveston at [Barbara.helveston@louisiana.edu](mailto:Barbara.helveston@louisiana.edu). Questions should be directed to Barbara Helveston, Museum Educator at [Barbara.helveston@louisiana.edu](mailto:Barbara.helveston@louisiana.edu).

**To ensure full consideration apply by January 4, 2026.** Review of applications will begin at that time and will continue until the position is filled.