



The Learning Center Graduate Assistantship Opening

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.

Primary Duties and Responsibilities:

The graduate student appointed to the Tutoring Support Graduate Teaching Assistantship will play a vital role in our nationally recognized College Reading & Learning Association (CRLA) certified program. They will do so by:

- 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.

Eligibility and Additional Considerations:

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

Students in **all Master's degree programs** are eligible to apply.

Students pursuing a research focus directly connected to the duties described are especially encouraged to apply. The Academic Success Center particularly welcomes applications from graduate students interested in student development, communication, mentorship, and higher education career pathways.

Flexible work availability during regular business hours and be available evenings and occasional weekends for outreach to residence halls, Greek houses, student organizations, etc. is expected.

Other desired skills and abilities include:

- 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.

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.

Appointment Terms 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 in August 2026.

Appointment requires unconditional admission, full-time graduate enrollment, and satisfactory 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, student holidays, and semester breaks).

Continuation of appointment is contingent upon successful completion of assistantship duties and satisfactory progress toward the degree. Reappointment beyond the 2026-2027 academic year is not guaranteed; continuation is dependent upon the same conditions as well as budgetary considerations and approval.

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 2026-2027 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 2026-2027 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, send a letter of application/interest, resume or CV, and contact information for professional references to james.boffenmyer@louisiana.edu.

Questions should be directed to James Boffenmyer, Associate Director of the Learning Center, at the email address above.

To ensure full consideration, apply by July 30. Review of applications will begin immediately and will continue until the position is filled.