



Edith Garland Dupré Library / Research & Access Services Graduate Teaching Assistantship Opening

The Edith Garland Dupré Library / Library Research & Access Services invites applications from graduate students pursuing a master's degree to fill the following applied Graduate Teaching Assistantship (GTA) position for the Academic Year 2026-2027.

Primary Duties and Responsibilities:

Reporting to the Head of Research & Access Services, this applied Graduate Teaching Assistantship (GTA) is located within Public Services, with primary responsibilities in Research Services. Primary duties and responsibilities include:

- Assisting users at the library's main desk in person, via telephone, and virtually (text and chat).
- Providing detailed information on library policies and services and answer research and general inquiries from library users; instruct users in use of online library catalog, electronic databases/print indexes, U.S. government documents and other library resources.
- Assisting with Circulation/Reserve procedures utilizing the library's integrated library system/catalog for charging and discharging of materials.
- Assisting users in other departments such as Interlibrary Loan.
- Assisting in the preparation of reports.
- Troubleshooting Reference Online Center computers and other library technology.
- Conducting outlined opening and closing procedures.
- Working closely with departmental student workers.
- Performing other related work as required by circumstances or as directed, including the daily pick up and shelving of library materials throughout the department and maintaining stacks/bookshelves.

Duties may require standing for long periods; lifting and moving library materials weighing 25 to 50 lbs.; pushing carts up to 100-300 lbs.; and stepping on and off a step stool to retrieve specific materials and mobility to negotiate the book stacks.

Eligibility and Additional Considerations:

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

Students in the **MS Counseling, MA English, Education (all master's programs), MA History, MS Psychology** graduate programs are eligible to apply. Students pursuing a different graduate degree program with a research focus directly connected to the duties described above and research/writing for academic publication may be considered.

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 **Edith Garland Dupré Library** 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 letter of application and resume to the Graduate Teaching Assistant Search Committee at **peter.klubek@louisiana.edu**.

Questions should be directed to Peter Klubek, Head of Research & Access Services, at the email above.

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