



Student Union Graduate Assistantship Opening

The Student Union invites applications from graduate students pursuing a master's degree to fill the following applied Graduate Service Assistant position for the Academic Year 2026-2027.

Primary Duties and Responsibilities:

Graduate students appointed to the **Student Union Operations GSA position** will support the daily operations, planning, and execution of events within the "Heart of Campus." This position works closely with the Union Events Team to assist with event coordination, marketing, client communication, and logistical support. In doing so, they will:

- Assist with event planning, scheduling, marketing, and daily event operations.
- Manage and update social media, website content, and promotional materials to help generate business.
- Communicate with clients regarding event requests, logistics, and venue needs.
- Conduct venue tours and assist with vendor coordination and documentation.
- Utilize event management systems such as EMS and Meeting Matrix.
- Provide on-site event support, including evenings and weekends, to ensure exceptional customer service.
- Complete special projects and additional duties as assigned.
- Maintain availability between semesters, with hourly employment opportunities during semester breaks.

Eligibility and Additional Considerations:

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

Students in the **MBA Business Administration (especially those pursuing the Hospitality Management and Project Management concentrations), MS Communication, and MS Informatics** graduate programs are eligible to apply. Students pursuing a different graduate degree program with a research focus directly connected to the duties described above may be considered.

Additional desired qualifications include:

- Flexibility to work evenings, weekends, and holidays as needed.
- Availability between semesters to work with hourly employment opportunities during semester breaks.
- Demonstrated proficiency in Microsoft Office and general administrative procedures.
- Professionalism, leadership, dependability, initiative, integrity, discretion, and strong communication and interpersonal skills.

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 **Student Union** 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 booktheu@louisiana.edu.

Questions should be directed to Dawn Miller, Director of Property Management, 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.