



UL Lafayette Alumni Association Graduate Assistantship Openings

The Department of Alumni Affairs 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 GRA positions for the 2026-2027 Academic Year.

The Alumni Association is a 501 (c)(3) organization affiliated with the University and serves to connect alumni across the globe to each other, to the University, to their community and to students. The Association is governed by an elected executive board and council, and programming is administered by the staff of the Department of Alumni Affairs, under the Office of the Vice President of Strategic Impact & Economic Development. The office is focused on the University's strategic direction, marketing & communications, fundraising, alumni affairs, and economic development.

Primary Duties and Responsibilities:

Alumni Call Center Graduate Research Assistantship: The UL Lafayette Alumni Association's Alumni Call Center is being reactivated as a gateway for alumni to reengage with the Association, the University and its students as part of the Association's strategic plan and the University's focus on student success. Working closely with professional staff, students and alumni volunteers, the graduate student appointed to this applied GRA role will:

- Manage the day-to-day operations of the Call Center, including maintaining a schedule of volunteer callers, implementing call objectives, tracking outcomes, and assisting with general administrative duties.
- Maintain data on call targets and outcomes, working with Alumni Affairs staff to track and relay relevant information received.
- Advise Alumni Affairs on opportunities for collaboration and improvement as the Call Center operation is launched and refined.

Alumni Center Graduate Research Assistantship: The UL Lafayette Alumni Association's Alumni Center, a historic home with formal gardens and grounds, is a facility available for rent for receptions, meetings and events. Working closely with professional staff, clients renting the Alumni Center, students and alumni volunteers, the graduate student appointed to this applied GRA role will:

- Assist staff with management of the Alumni Center as an event venue, ensuring clients' needs are met regarding reservations, event logistics and execution.
- Help develop marketing materials for the Alumni center as both a business and special event venue.
- Work with the Alumni Association's Facilities Committee as it advises on long-term planning for the Center as an asset of the Alumni Association.
- Coordinate with student volunteers to staff Alumni Association events at the Center, such as Grad Expo, Senior Week recognition receptions, Alumni Council meetings and volunteer service days on the Center grounds.
- Assist with general administrative duties related to the Alumni Center's day-to-day operations.

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 and MS Communication** 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 required technical skills and competencies include:

- Ability to work independently and collaboratively in a fast-paced environment.
- Interest in management, entrepreneurship and marketing, including sales, fundraising and development.
- Demonstrated team leadership and the ability to motivate others.
- Professional demeanor when interacting with staff, students, alumni, and external partners.
- Strong written and verbal communication skills.
- Excellent organizational skills, time management, and attention to detail.
- Strong proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams).
- Familiarity with data entry and analysis tools (e.g., Google Forms, Qualtrics, Excel).

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 **UL Lafayette Alumni Association** 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 marie.centanni@louisiana.edu.

Questions should be directed to Marie Centanni, Executive Director of Governmental and Alumni Affairs and CEO of the UL Lafayette Alumni Association, at the email address above.

To ensure full consideration, apply by August 8. Review of applications will begin immediately and will continue until the position is filled.