



LITE Center
Office of the Vice President for Research and Innovation
Graduate Assistantship Opening

The Office of the Vice President for Research and Innovation invites applications from graduate students pursuing a master's degree to fill the following LITE Center Graduate Service Assistant position for the Academic Year 2026-2027.

The LITE Center serves as a premier innovation, meeting, and event facility at the University of Louisiana at Lafayette. The Center hosts academic events, conferences, community gatherings, and external engagements that support innovation, collaboration, and economic development across the region. Through facility operations, tenant engagement, and event coordination, the LITE Center provides a professional environment for internal and external clients to innovate, gather, and celebrate.

Primary Duties and Responsibilities:

Graduate students appointed to GSA positions in the LITE Center play a critical role in supporting building operations, tenant relations, and event management functions. Working closely with professional staff, tenants, University departments, and external clients, the graduate student appointed to this role will:

- Support day-to-day building and facility management operations within the LITE Center.
- Serve as a primary point of contact for LITE Center tenants and assist with addressing facility-related needs.
- Meet with potential internal and external clients interested in booking the facility and provide detailed information regarding venue spaces, policies, and procedures.
- Assist with marketing and promoting the LITE Center to internal and external audiences to increase facility utilization.
- Serve as the point of contact before and during events, assisting with coordination, troubleshooting, and client needs.
- Monitor the status of event documentation through university routing processes and follow up to ensure compliance with established timelines.
- Manage event documentation, ensuring all required forms, contracts, insurance certificates, security agreements, and related materials are received and forwarded to the appropriate parties for processing.
- Maintain organized electronic records of all client documentation and event files.
- Enter, monitor, and track work orders to ensure timely resolution and follow-up.
- Provide high-quality customer service to tenants, clients, and event participants.

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** 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. Students pursuing the Hospitality Management and Project Management MBA concentrations are especially encouraged to apply.

Required abilities, skills, and competencies:

- Flexibility to work outside normal business hours, including evenings and weekends, as required by event schedules.
- Technical Skills:
 - Proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams).
 - Ability to manage scheduling systems and documentation tracking accurately
 - Strong organizational skills for managing multiple events and facility-related tasks simultaneously.
 - Ability to learn and navigate University event routing, contract processing, and compliance procedures.
- Professional Competencies:
 - Professional demeanor when interacting with tenants, faculty, staff, students, and external clients.
 - Strong written and verbal communication skills.
 - Ability to work independently and collaboratively in a fast-paced, client-facing environment.
 - Excellent time management and attention to detail.
 - Strong customer service orientation and problem-solving mindset.
 - Experience in Hospitality Management and Event Planning is preferred.

If an international graduate student, appointment to an assistantship also requires the appropriate immigration documents and status (including an active Form I-20 and F-1 visa status, as applicable) and the ability to meet all federal and university employment requirements prior to the expected assistantship start date. If you have questions about your employment eligibility, contact the Office of International Affairs in the Division of Global Engagement.

Appointment Terms and Additional Considerations:

Graduate assistantship appointments with the **Office of Vice President for Research** 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, upload letter of application/interest, resume or CV, and contact information for professional references [here](#).

Questions should be directed to Kevin Guillory, LEED Center Office Coordinator, at lite@louisiana.edu.

To ensure full consideration, apply by August 10. Review of applications will begin immediately and will continue until the position is filled.