



**College of Nursing and Health Sciences
Graduate Assistantship Opening**

The **College of Nursing and Health Sciences** (CONHS) invites applications from graduate students pursuing a master's degree to fill an immediate Graduate Service Assistant (GSA) opening beginning in Fall 2026.

Reporting to the Associate Dean and Graduate Coordinator, this Graduate Service Assistantship (GSA) is located in the College of Nursing and Health Sciences with dual locations of duties: V.L. Wharton Hall and Moncus Hall.

Primary Duties and Responsibilities:

The graduate student selected for this Graduate Service Assistantship will support the operation and delivery of the College's simulation and academic activities through professional, technical, and administrative work that contributes to the student's professional development. This assistantship position does not include research or teaching duties. Rather, the position requires exercising appropriate independent judgment in carrying out responsibilities that include:

- Coordinating the preparation of simulation labs for scheduled scenarios, including organizing and/or relocating equipment, supplies, and technology according to scenario requirements and established protocols.
- Supporting the execution of simulation scenarios, including participating in scenarios as needed and assisting with real-time operational and technical needs.
- Managing audiovisual and simulation-related technology used in scenario delivery, recording, and related activities, including identifying and addressing routine operational issues.
- Completing post-simulation lab procedures, including breaking down scenario setups, cleaning and relocating equipment, and preparing simulation spaces for subsequent use in accordance with established protocols.
- Monitoring simulation center supplies and inventory, identifying anticipated equipment and supply needs, and assisting with inventory planning and management.
- Generating, updating, compiling, and analyzing information for College reports, surveys, and assessments.
- Supporting approved testing accommodation by administering and monitoring exams for students receiving extended-time accommodation in accordance with established College and University procedures.
- Performing other related professional duties and contributing to special College projects as assigned by the Graduate Coordinator, Director of the School of Nursing, Associate Dean, and/or the Dean of the CONHS.

Candidates must be available to work 20 hours, M–Th, from 8:00 a.m. – 1:00 p.m. or 1:00 p.m. - 5:00 p.m. in continuous shifts. Morning and afternoon shifts may be on a rotating basis depending on the needs of the college.

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-level graduate programs are eligible to apply.

Other desired skills, abilities, and professional competencies include:

- Proficiency with Microsoft Office applications, including Excel, PowerPoint, and Word.
- Excellent oral, written, and interpersonal communication skills.
- Ability to work with faculty and administration as well as a diverse population of nursing students.
- Understanding of principles related to learning, motivation, and effective time management.
- Strong organizational skills, initiative, and ability to work both independently and collaboratively as part of a team.
- Ability to work effectively and efficiently under pressure and meet established deadlines.

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. Applicants with questions about their employment eligibility should contact the Office of International Affairs in the Division of Global Engagement.

Appointment Terms and Additional Consideration:

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 this 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 depends on 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 the 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:

Send a letter of application/interest and resume or CV to Dr. Jennifer Lemoine, Associate Dean of the College of Nursing and Health Sciences, at jennifer.lemoine@louisiana.edu.

Questions should also be addressed to Dr. Lemoine. Lastly, provide your availability to meet with Dr. Lemoine during the week of October 5 for an in-person interview.

To ensure full consideration, apply by October 5. Review of applications will begin at that time and will continue until the position is filled.