Graduate Research Assistantship Opening
Edith Garland Dupré Library / Library Systems Department

The Edith Garland Dupré Library / Library Systems Department invites applications from master’s degree seeking graduate students to fill the following graduate assistantship position.

The Graduate Research Assistant reports to the IT Coordinator and aids with administrative and technical responsibilities of the Library Systems Department, including the library’s web presence, electronic resources, and emerging technology initiatives.

Environment:
An assistantship in Dupré Library is an exciting learning opportunity for a student currently pursuing a graduate degree in a computing-related discipline and provides:

- Advancement of applied research skills in a learning environment with different technologies.
- A professional position that helps to build the experience and skills employers seek.
- Practical hands-on research with library and information databases and systems.
- Exposure to unique library applications and workflows throughout library departments.

Duties and Responsibilities:
Graduate students hired in assistantship positions in Edith Garland Dupré Library / Library Systems Department have the following duties and responsibilities.

- Test the performance of online databases for proper functionality.
- Inspect the library websites for broken links.
- Troubleshoot issues reported by library faculty and staff.
- Maintain and deploy hardware.
- Conduct library equipment inventory.
- Utilize reports from the integrated library system to update informational online listings.
- Build a research guide on a subject of interest that would benefit fellow students.
- Recommend improvements to the library websites.
- Research APIs and custom add-ons for existing platforms.
- Explore recent technologies to support library operations and services.
- Collaborate with other library departments on special projects.

This position is for 20 hours between 7:30 a.m. and 5:00 p.m., Monday through Thursday, and 7:30 a.m. and 12:30 p.m. on Friday. Duties may require heavy lifting and moving library equipment weighing up to 100 lbs.

Eligibility and Qualifications:
Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally to a master’s degree program.

Priority consideration will be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above. Students in the following graduate programs are
especially encouraged to apply: Computer Science, Computer Engineering, Electrical Engineering, and Informatics.

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 Term and Additional Considerations:
Graduate assistantship appointments with the Edith Garland Dupré are for the academic year, beginning in August 2023.

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 to Spring 2024 is contingent upon successful completion of assistantship duties and satisfactory progress toward degree. Reappointment beyond Spring 2024 is not guaranteed; continuation in summer and/or into the next academic year is dependent upon the same conditions, academic-year appointment, and/or budgetary considerations and approval.

Compensation:
Compensation includes a waiver of tuition and mandatory fees + a monthly stipend that adheres to University minimum standards.

- The minimum monthly stipend is $1,100 for a master’s student appointed to an assistantship.
- The 2023-2024 tuition/fee rate has been set. The value of the tuition/fee waiver that is included is at least $10,184 for an academic-year appointment. This estimate is based on tuition plus mandatory fee rates for a resident graduate student enrolled in 9 graduate credit hours per semester in the Fall and Spring semesters ($5,092 x 2 semesters). For non-resident (i.e., international and out-of-state) graduate students or resident graduate students enrolled in more than 9 graduate credit hours, the value of this benefit is significantly higher. Mandatory fees waived at 100% do not include the supplemental insurance fee that is assessed to all international students on F-1, J-1, or any other non-immigrant status visa.

To Apply:
Send a letter of application/interest, resume or CV, and contact information for professional references to the Search Committee at duprelibrary@louisiana.edu. Only emailed resumes and cover letters will be accepted. No in-person applications, please.

Questions should be directed to Laurie Vanderbrook, IT Coordinator, at laurie.vanderbrook@louisiana.edu.

Review of applications will begin immediately.