Graduate Research Assistantship Opening
Edith Garland Dupré Library / Special Collections

The Edith Garland Dupré Library / Special Collections invites applications from graduate students seeking master’s degrees to fill the following graduate research assistantship position.

Duties and Responsibilities:
Reporting to the Head of Special Collections, this Graduate Research Assistantship (GRA) is located within Special Collections, including Archives and the Cajun & Creole Music Collection. Duties may include but are not limited to:

- Assisting with research and information requests at the staff reading room desk.
- Processing backlog and incoming manuscript and archival collections.
- Creating and/or editing finding aids in archival content management systems (i.e., ArchivesSpace).
- Conducting and/or transcribing oral history interviews.
- Working on digitization or database projects.
- Assisting with special projects and public programming.
- Using the library’s integrated catalog system.
- Working with the Louisiana Room, Rare Book Collection, and U.S. Government Information collection as needed.
- Performing related work as required by circumstances or as directed.

This GRA 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. Some evening hours will be required Monday and/or Tuesday, between 5:00 and 7:00 p.m. Duties also may require standing for extended periods; lifting and moving library materials weighing 25 to 50 lbs.; pushing carts up to 100 to 300 lbs.; and stepping on and off a step stool to retrieve specific materials and mobility to negotiate the book stacks.

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: English, French, History/Public History, Music, and Public History.

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 Library 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 Graduate Research Assistant 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 Scott Jordan, Interim Head of Special Collections, at scott.jordan@louisiana.edu.

Review of applications will begin immediately.