

The Office of University Housing invites applications from master's degree seeking graduate students to fill the following Fall 2024 – Spring 2025 graduate assistantship position.

Graduate students hired in assistantship positions in the Office of University Housing will be responsible for, but not limited to:

- Reconcile daily, weekly, and semesterly reports from the university's main financial system (Touchnet) with the housing management software (Starrez)
- Ensure all prepayment transactions are properly documented and transferred to student accounts
- Deposit credit card transactions as needed for special groups such as camps, conferences, executive suites
- Reconcile semesterly report of unpaid debt from university system with housing software
- Facilitate semesterly housing charges in housing software (Starrez)
- May be asked to perform special projects or tasks

- Must be able to work flexible schedule (nights, weekends, holidays)

- Must be proficient in Microsoft Office especially Excel as well as geneq

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Appointment requires unconditional admission, full-time graduate enrollment, and satisfactory completion of 20 hours of duties each week during the academic terms. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions and student breaks).

Continuation of appointment to Spring 2025 and beyond is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

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

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels.

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- While the 2024-2025 tuition and fees are not yet set, using 2023-2024 rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,184 for U.S. resident graduate students and \$25,610 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.

Send a letter of application/interest, resume or CV, and contact information for professional references to [oncampusliving@louisiana.edu](mailto:oncampusliving@louisiana.edu). Questions should be directed to Ellen Ponson, Assistant Director of Housing. Review of applications will begin immediately.