

- Respond to all emails/Microsoft TEAMS messages within 24 hours and return phone calls within 48 hours
- Provide any procedural updates and other important information through Microsoft TEAMS channel
- Coordinate Randolph reservations with the Housing Assignments Coordinator
 - Prepare front desk for check in's
 - Ensure a Front Desk Agent is present for check in's
 - Be present at Randolph check in's if a Property Assistant is not available

- 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. Questions should be directed to Ellen Ponson, Assistant Director of Housing. Review of applications will begin immediately.