Graduate Assistant for Louis Stokes Funded Programs 2020-2021

DEPARTMENT SUMMARY:
The LSU Office of Strategic Initiatives (OSI) leads and coordinates efforts to assist in raising LSU’s academic standing among its peers through competitive and outstanding achievements by students, staff, and faculty. Our core mission is to prepare the next generation of science, technology, engineering, and mathematics (STEM) leaders. Through multifaceted initiatives, OSI assists the Office of Academic Affairs in creating and implementing programs that enhance the diversity of students and faculty. This position will aid all Louis Stokes (LS) programs, LAMP, Bridge to Doctorate (BD), and LS-PAC MODELS Program Managers and Directors who are charged with directing and managing NSF-funded mentoring programs, dissemination of program data, and operational procedures.

ASSISTANTSHIP DUTIES:
• Assist all program leaderships in the development and execution of monthly and annual meetings and activities
• Develop written materials and documentation related to programmatic activities for dissemination
• Manage all programs social media activity and dissemination of student and program successes
• Assist with the collecting and analyzing of data across programs and participating LSAMP Institutions
• Prepare quarterly data reports for the program directors
• Assist with annual reporting and dissemination of data to NSF
• Support the development and execution of outreach, STEM demonstrations, and community involvement activities
• Develop and maintain a database of collaborating volunteers, organizations, and units
• Assist the programs and OSI leadership team as needed
• Manage all BD monthly meetings
• Coordinate BD practice presentations
• Assessing in coordinating the BD and LSAMP joint orientation
• Assisting with OSI volunteer events
• Data collection and entry
• Inventory management

POSITION REQUIREMENTS:
• Be enrolled as a full-time graduate student at Louisiana State University-Baton Rouge
• Possess proficient computer skills to include MS Word, MS Excel, PowerPoint, Adobe Acrobat, and other related programs
• Be well-organized, detail-oriented, and able to multi-task as needed
• Possess excellent oral and written communications skills
• A strong work ethic and desire to gain a significant amount of work experience in a fast-paced environment

This position requires 20 hours per week. It will be a nine-month appointment with a monthly stipend and tuition support in accordance with LSU Graduate School policies.

Please send a cover letter and resume to:
Sandy Bacchus
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