The Informatics Research Institute (IRI) serves as the umbrella entity to coalesce the operations and outcomes of three BOR-approved research centers to include the Center for Business & Information Technologies (CBIT), the National Incident Management Systems and Advanced Technologies (NIMSAT), and the NSF Center for Visual and Decision Informatics (CVDI). The Institute serves as a driver for optimization across the Centers and integration with the broader academic enterprise.

Work Responsibilities

IRI research assistants are provided an opportunity to gain invaluable experience in their field of study through work with cutting edge technologies on real projects. Assistantships and the work are dictated by the nature of externally funded grants. As such, research assistants are supervised by the IRI staff, which recommend appointment, determine assignments (which will be based on requirements to accomplish varied deliverables outlined in current agreements between IRI and externally funded agencies).

Work Schedule

IRI, as a research center, works throughout the year and follows a monthly calendar schedule, not an academic calendar. IRI needs thus dictate that an IRI RA work 20 hours a week, including the weeks/days when school is not in session; however, IRI RAs are entitled to the same holidays as IRI staff.

Since assignments vary, current IRI supervisor will monitor work responsibilities and all RAs will be required to sign a time sheet on a daily basis. If an RA is unable to work anytime during the period of an assistantship, they must notify and obtain approval in advance from both their current IRI staff supervisor and the Director of Budget and Administration. Work hours missed because of illness or other obligations should be made up based on a schedule agreed upon with the RA and supervisor. Please note that your pay may be adjusted accordingly to reflect the time an RA is not able to report to work.

Pay and Benefits

Graduate Students

Graduate Students are provided monthly stipends. Stipends are subject to federal and state income tax. Monthly stipends are direct deposited into RAs bank account on the last business day of each month. Included also is a tuition waiver for enrollment as a full-time graduate student during fall and spring academic semesters (Note that IRI does not provide a tuition waiver in the summer semester). Additionally, many of the student fees are waived. Students are responsible for going to their Statement of Account to pay student fees not waived prior to University deadlines. Should a graduate student choose to resign, or if they are discharged, from an assistantship, the cost of assistantship benefits (e.g., tuition, fee, and health insurance waivers) will be prorated to the date of resignation/discharge and forfeited for the remainder of the semester. Student will be held responsible for the remaining cost of these benefits, which will be posted to their student account.

Undergraduate Students

Undergraduate Students are provided payment on an hourly basis during the contract period. Pay is subject to federal and state income tax. Undergraduates are required to sign payroll vouchers for each pay period and will receive payments based on the University student payroll schedule.

Eligibility / Renewal for Subsequent Periods

All research assistantship awards are contingent upon registration as a fulltime graduate student for the duration of your appointment, good academic standing, and satisfactory completion of assistantship duties. Students will be eligible to continue in an assistantship through the period allowed by funding with reappointment being contingent upon making satisfactory progress toward their degree and performing assistantship duties well. If, during the course of the appointment, and RA decides to resign from an assistantship, it is expected that they will give appropriate notice. Likewise, if an RA is discharged from an assistantship, it is expected that IRI will provide similar notice.

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If work performance is not satisfactory, supervisors may recommend that assistantship be terminated. Assistantships may also be terminated without notice of deficiency in performance for:

- Failing to maintain academic eligibility because of failure to maintain satisfactory academic progress.
- Obtaining outside employment in excess of 20 hours per week.
- Engaging in unethical conduct (see University Code of Ethics).
- Abandoning job duties (i.e., absence without approved leave).
- Not adhering to University's *Computing and Network Policy* (http://cio.louisiana.edu/itpolicy).

The Director of Budget & Administration will review all recommendations for termination and make the decision on whether to terminate the appointment. Should the decision be made to terminate appointment, RAs will be given 15 calendar day notice of termination.

Dress Code

Casual, comfortable attire is appropriate during working hours, but must be neat and tidy in appearance. Students are expected to be well groomed at all times. Clothing that contains offensive or suggestive language is considered unacceptable attire.

Conduct

Students are expected to conduct themselves in a manner that is polite and professional. As members of project teams, students are expected to be cooperative, collegial, and flexible to accomplish team goals in a timely and effective manner.

- Workspaces must be kept clean and free of debris, such as food wrappers/drink cans, leftover food, unclean coffee cups, and clutter.
- Profanity and offensive remarks are prohibited.
- Phones and computers are for University business use only.
- Personal phone calls should be limited to break times. No long distance personal calls are allowed on University phones.
- Students may not harass or threaten others, attempt to steal passwords, files, or other system information, attempt to crash, violate the integrity of, or adversely affect the activities of a computer system or network.
- Distasteful or offensive displays, messages and printouts are prohibited.
- Music, playback of sound files, or loud conversations are not suitable in a shared lab environment.
- The University does not authorize the downloading, uploading, reproduction, or distribution of copyrighted materials (i.e. music, movies, books, etc.) utilizing any University resources.

*IRI reserves the right to modify and/or expand these policies and procedures as needed.