

JOB TITLE:

Development Graduate Assistant – Cowboy Joe Club – Athletics

JOB PURPOSE:

The Cowboy Joe Club graduate assistant will work to support the daily functions of the Ragtime Club (young alumni) and W-Club (former student-athletes) portions of the CJC Annual Fund. The position will also help to oversee the daily communications functions of the CJC as well as contribute to other CJC functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes academic requirements associated with the graduate program of choice while successfully maintaining a 20 hour per week work schedule within the Cowboy Joe Club.
- Identifies, cultivates, solicits, and stewards annual fund donations and CJC memberships, specifically for the Ragtime Club (young alumni), and W-Club (former student-athlete) portions of the Cowboy Joe Club annual fund.
- Assists in the creation and implementation of the overall communication, marketing, and social media strategy for the Cowboy Joe Club.
- Provides superior customer service to Cowboy Joe club constituents and helps to build relationships and grow the Cowboy Joe Club annual giving community.
- Assists in the fulfillment process of donor benefits and stewardship.
- Serves as a CJC advocate in the community and assists with gameday hospitalities for numerous varsity sports.
- Assists with key events including annual auction and CJC Golf Series.
- Maintains thorough knowledge of and adheres to all applicable University, conference and NCAA rules and regulations.
- Assists with other duties/projects as assigned/directed.

REMOTE WORK ELIGIBILITY:

This position provides vital support to campus customers and requires the successful candidate be available to work on campus.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Proficiency in Microsoft Office
- Valid driver's license with a motor vehicle record (MVR) that is compliant with the [University Vehicle Use Policy](#).
- Hiring is contingent upon admittance to an applicable graduate program at the University of Wyoming

DESIRED QUALIFICATIONS:

- One year of experience within intercollegiate athletics and/or equivalent experience in an athletics-based role.
- Social media proficiency and experience
- Proven track record of building quality relationships
- Ability to motivate donors and volunteers.
- Experience with Adobe products (including but not limited to InDesign, Photoshop, Premiere Pro)
- Paciolan or other ticketing and CRM systems
- Ability to effectively articulate ideas verbally and in writing
- High attention to detail and organizational skills
- Team oriented, self-starter

REQUIRED MATERIALS:

To apply, email the following application materials:

- Cover Letter
- Resume
- Contact Information for 4 work-related references.

EMAIL TO:

- Alex Jewell
- Email: ajewell3@uwyo.edu

To apply to the University of Wyoming as a graduate student, go to:

- <https://www.uwyo.edu/uwgrad/> . Please be sure and send all required documents including **all** previously attended institution transcripts to the University of Wyoming as soon as possible.
- <http://www.uwyo.edu/shser/MMR-Requirement.html>. Please be sure to submit proof of measles, mumps, and rubella immunity prior to class registration. Failure to do so will result in a hold on your account and delay in registering for classes.

HIRING STATEMENT:

UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call 307-766-2377 or email jobapps@uwyo.edu

ABOUT LARAMIE:

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountain West. The state of Wyoming continues to invest in its university, helping to make it a leader in academics, research and outreach. The university has state-of-the-art facilities in many areas and the community provides the advantages of a major university.

Located in a high mountain valley near the Colorado border, Laramie offers both outstanding recreational opportunities and close proximity to Colorado's Front Range, a bustling group of metropolitan cities including Denver, Boulder, and Fort Collins. This beautiful mountain landscape offers outdoor enjoyment in all seasons, with over 300 days of sunshine annually. For more information about the region, please visit <http://visitlaramie.org/>