Student Coordinator, Service, Leadership, and Community Engagement (SLCE) Office

15-20 hours per week
$8.00 per hour

Spring 2020 with potential for ongoing employment

To apply, submit the attached application and unofficial transcript to the SLCE Office (Union 033) or shelby.kennedy@uwyo.edu by 5 p.m. on Thursday, November 21. Optional: attach your resume.

Description of duties and responsibilities:

- Work collaboratively with the other SLCE Student Coordinator to plan and execute programs such as:
  - National Days of Service/Service Saturdays
  - The Big Event
  - The Good Mule Project
  - Leadership Events
  - Other SLCE-related programs and events
  - Center for Student Involvement and Leadership (CSIL) programs and events
- Co-Chair the SLCE Advisory Board with the other SLCE Student Coordinator
- Present to classes and organizations across campus about SLCE programs
- Be a resource to students, RSOs, faculty/staff, and community members regarding SLCE programs and events
- Collaborate with Student Marketing Coordinator to create website, print, and social media materials that promote SLCE programs and events
- Represent SLCE at University events such as:
  - Campus Pass
  - Discovery Days
  - Club & Org Day
- Serve on university committees as appointed by supervisor
- Attend all SLCE/CSIL trainings and meetings as directed

Terms of employment:

This position is a 15-20 hours per week position. Students are eligible for pay increases based upon years of service, work performance, and supervisor approval. This position will begin work one week prior to the beginning of the spring semester. Student Coordinators in the SLCE office must maintain a 2.5 grade point average (GPA) for the entire term of employment. This position will work through finals week and not during the summer break or spring break. Specific duties may change slightly throughout the year as the SLCE Office continues to evolve.