**GRADUATE ASSISTANT JOB ANNOUNCEMENT**

The University of Wyoming Outdoor Program was founded in 1997 and serves as the hub for outdoor trips and clinics, outdoor gear rentals, leadership development, and climbing wall activities for UW students, faculty, and staff. The OP operates with over 25 student employees, two Graduate Assistants, a large selection of rental equipment, outdoor trips nearly every weekend, a bike shop, leadership development programs, and a climbing wall. For more information on the OP, visit: [www.uwyo.edu/op](http://www.uwyo.edu/op).

<table>
<thead>
<tr>
<th>Title</th>
<th>Outdoor Program Graduate Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>University of Wyoming in Laramie, Wyoming</td>
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<td>Duration</td>
<td>Position runs for the academic year (mid-August – early May) for two years. Expected starting date is August 14, 2017.</td>
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<td>Compensation</td>
<td>The GA will receive a waiver of tuition and fees for up to 9 credit hours in a graduate program. The position includes a total stipend of (currently) $12,078 offered September—May in monthly payments, and provides student health insurance through the university.</td>
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<td>Responsibilities</td>
<td>The GA will serve as an assistant to the Coordinator of the Outdoor Program. Listed below are some responsibilities that the GA will contribute to during the expected 20 hours of work per week:</td>
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**Year one**

*Office Administration:* provide support to office staff and operations by renting gear, signing up UW students for OP trips, and other customer service activities. Perform analysis and support in financial and logistical operations.

*Marketing:* promote our programs and services through effective channels of marketing on campus.

*Trip Leading:* attend the OP Trip Leader Training (mid-August), lead a Fall Outdoor Experience group (4-day trip prior to school starting), and lead occasional weekend trips.

*Event Planning:* help in preparing and executing a variety of events on campus such as film festivals, gear swaps, climbing competitions, and other presentations.

**Year two**

*Program administration.* Run the [Outdoor Leadership Development Series](http://www.uwyo.edu/op) (OLDS) program and a Freshmen Interest Group (FIG).

*Teaching.* Teach a Freshmen Seminar course in the fall, and an Outdoor Leadership course in the spring in conjunction with the OLDS and FIG programs.
**Marketing:** promote the OLDS program through various channels of marketing on campus.

**Trip Leading:** assist with the OP Trip Leader Training (mid-August), lead a Fall Outdoor Experience group (4-day trip prior to school starting), and lead occasional weekend trips in conjunction with OLDS and the FIG programs.

**Special Interest:** contribute additional skills or knowledge to the development of current or potential projects and programs.

**Applicant Qualifications**

Fully-admitted into a UW graduate program. Possible programs of study can be found [here](#). Meet all the UW requirements for “Qualified Drivers,” and successfully pass a motor vehicle background check.

Previous outdoor leadership experience

Have or obtain Wilderness First Aid (preferably Wilderness First Responder or W-EMT) and CPR.

**Preferred Qualifications**

Related degree (Outdoor Recreation, Recreation Management, Outdoor Education, etc.)

Certifications in specific outdoor skills (AMGA, LNT, ACA)

The knowledge, skills and abilities to lead either rock climbing, backpacking, or water-related outdoor activities.

**Application Process**

1. Apply to a UW Graduate Program of your choosing. Concurrently apply to this GA position by:
   a. Completing and signing (in ink) the GA application
   b. Submit a cover letter, resume (including three reference contacts) along with your application to the following mail or e-mail address:

   Dan McCoy  
   Assistant Director, Campus Recreation  
   University of Wyoming  
   Dept. 3604  
   1000 E. University Ave.  
   Laramie, WY 82071  
   dmccoy@uwyo.edu

**Important Information**

This position is contingent upon the availability of funding. The GA position demands a self-motivated individual who is able to work in both stressful and humorous situations alongside a wide variety of people. It is very important that applicants provide an accurate picture of outdoor skills and knowledge in order to insure an adequate placement.