

UNIVERSITY OF WYOMING
OUTDOOR
PROGRAM

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 has seen tremendous growth in its 14 years of existence and now operates with over 20 student employees, a large selection of rental equipment, outdoor trips nearly every weekend, a bike shop, and a climbing wall. For more information on the OP, visit www.uwyo.edu/op.

Title	Outdoor Program Graduate Assistant
Location	University of Wyoming in Laramie, Wyoming
Duration	Position runs for the academic year (August – early May) for two years. Expected starting date is August 6, 2012.
Compensation	The GA will receive full payment of tuition and fees for up to 12 credit hours in the graduate program of his or her choice. The position includes a stipend of (currently) \$11,349 offered September—May in monthly payments, and provides student health insurance through the university.
Responsibilities	<p>During appointment to this position, the GA will serve as an assistant to the Coordinator of the Outdoor Program. Listed below are the standard OP activities that the GA will likely contribute to during the expected 20 hours of work per week:</p> <p><i>Leadership Development:</i> Assist in staff development and continue to execute and expand a program known as the Outdoor Leadership Development Series (OLDS) that provides opportunities for 12 UW students to increase backcountry and leadership skills, including academic teaching responsibilities in the spring.</p> <p><i>Office Administration:</i> provide support to office staff in renting gear, signing up UW students for OP trips, and other customer service activities. Also, perform analysis and support in financial and logistical operations.</p> <p><i>Marketing:</i> help create promotional pieces for programs and events.</p> <p><i>Trip Leading:</i> demonstrate leadership abilities in one or more OP trip area and be willing to attend the OP Trip Leader Training (mid-August), lead a Fall Outdoor Experience group (4-day trip prior to school starting), and occasional weekend trips.</p> <p><i>Event Planning:</i> Help in preparing and executing a variety of events on campus such as film festivals, gear swaps, climbing competitions, and other presentations.</p> <p><i>Special Interest:</i> Contribute additional skills or knowledge to the development of current or potential projects and programs.</p>

Applicant Requirements

Potential applicants must be accepted into a UW graduate program prior to applying for the OP GA position. The applicant selected will be expected to obtain Wilderness First Aid (preferably a Wilderness First Responder) and CPR. Applicants must meet all the UW requirements for “[Qualified Drivers](#),” and successfully pass a motor vehicle background check.

Application Process

1. Obtain enrollment in a UW Graduate Program of your choosing
2. Complete the [GA application](#)
3. 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
op@uwyo.edu

Important Information

This 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 extremely important that applicants provide an accurate picture of skills and knowledge in order to insure an adequate placement.

Please direct all questions to the Coordinator of the Outdoor Program:

Dan McCoy
(307) 766-2402
op@uwyo.edu