Safe Zone Coordinator

Hours-Approximately 15-20 hours a week-some evening and weekend work

Term of Position-One Year

Pay Scale-$7.75 an hour

Safe Zone is a program that promotes a positive campus environment for gay, lesbian, bisexual, transgendered, and questioning individuals. This program provides workshops and support for students, faculty, and staff across the University of Wyoming campus and the Laramie community. The Safe Zone Program Coordinator is responsible for the general oversight and direction of the program.

Please note: If hired, it is the expectation that the incoming Coordinator shadow the outgoing Coordinator during April of this year. Additionally, there will attend a mandatory retreat a weekend prior to the first week of school and the Coordinator is expected to work office hours the week prior to school starting in the fall and spring semesters.

Job duties include:

- Schedule public Safe Zone workshops each semester for the UW and Laramie communities
- Update the Safe Zone workshops on a regular basis
- Providing Safe Zone workshops to classes and organizations
- Work with volunteer facilitators to cover requested workshops
- Pursue outreach opportunities
- Assist with and co-facilitate the Rainbow Leadership Series.
- Be an active member of the Queer Resource Council
- Seek out collaboration opportunities with other programming boards, departments, RSOs, community members, etc.
- Attend weekly one on one meetings with advisor
- Assess established learning outcomes
- Complete and turn in event reports
- Attend mandatory Union trainings
- Hold weekly office hours
- Attend occasional ASUW Senate meetings as a representative of the CAC
- Other duties as assigned
Please return completed application, résumé, and cover letter to Rob Essaf at ressafe@uwyo.edu or drop them off in the Campus Activities Center (Union 012) by Tuesday, April 5th at 5:00pm.

Name: ____________________________  W#: ____________________________
Classification/Year: ____________________  Major: __________________________
Phone #: ____________________________  Email: ____________________________

Please provide us with a resume and cover letter detailing your work and involvement history and how it relates to the position. In addition, please provide a short answer to the following question:

Why is it important that programs such as Safe Zone are offered on a college campus?

Applications must be received by Tuesday, April 5, 2016. We will be in contact to set up interviews by Wednesday, April 6th. Interviews will be held the week of April 11th.

For questions, please contact Rob Essaf at ressafe@uwyo.edu or (307) 766-2752.