This person is responsible for enhancing the overall educational experiences of students through development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, and academically focused programs and services. Specifically, this GA will provide advising and support for Recognized Student Organizations, including leadership training & development.

Terms of employment:

The CAC GA is a 9-month position. The GA must be a full-time master’s level student and admitted to a specific program of graduate study and the University of Wyoming. A minimum overall cumulative GPA of 3.0 for graduate courses, or 2.0 for Law School and 2.5 Pharmacy, is required while in the position. This position will begin work one week prior to class, attend the CAC fall retreat as well as the Wyoming Union Student Employee Training. GA’s will not work during the holiday break or spring break. GA’s must work 20 hours per week during the normal academic year. Hours are flexible, but should be set each semester.

Compensation:

Regular monthly payments will begin the last working day in September and will be made on the last working day of each month following. The final GA stipend payment will still be distributed on the last working day of the month of May. The base stipend for a full-time GA for a master’s student is $12,078 over the academic year (September through May) and in addition, tuition (up to 9 hours) and student medical insurance coverage. Usually, a student who receives a full stipend must enroll for at least 9 credit hours and is considered a full-time, full-fee-paying graduate student. For more information please visit [http://uwadminweb.uwyo.edu/uwgrad/info.asp?p=2241](http://uwadminweb.uwyo.edu/uwgrad/info.asp?p=2241)

Job Description:

- Manage events posted online through Collegiate Link for all Recognized Student Organizations (RSOs)
- Support and assist office manager with the RSO reregistration process at the beginning of each semester
- Assist in RSO orientation and meet with individual new RSOs
- Provide support and assistance to new RSO advisors
- Provide a troubleshooting resource to RSOs throughout the event registration process
- Develop a quality working relationship with the various departments and individuals involved in RSO event planning (the Union, ASTEC, Risk Management, Central Scheduling, Digital Signage, ASUW, the Info Desk, etc.)
- Act as point person for RSOs attempting to develop and organize events
- Perform assorted other duties to ensure smooth and successful cooperation between RSOs and the CAC

Desired Skills:

- Good attention to detail.
- Effective oral and written communication.
- Ability to work with others collaboratively.
- Ability to work successfully in both independent and group setting
Please return this completed application info sheet, along with your resume, cover letter, and a paragraph on why you think student involvement is important to student development to Megan Cooper at mcoope14@uwyo.edu, or drop it off in the Campus Activities Center (Union 012) by Thursday, April 7th at 5:00 pm. Interviews will begin the week of April 11th.

Name: _________________________________________________________

W#: __________________________________________________________

Expected Graduation Date: _____________________________

Major: _______________________________________________________

Phone #: _____________________________________________________

Email: _________________________________________________________

For questions, please contact Megan Cooper at mcoope14@uwyo.edu or 307-766-6338.