UNIVERSITY OF WYOMING
Service, Leadership, & Community Engagement Office, Wyoming Union

Community Engagement—Student Coordinator

Description of duties and responsibilities

• Coordinate the Good Mule Conference and other Good Mule programming
  o Work with direct supervisor, advisory committee and SLCE/Union staff
  o Oversee budget
  o Select, train and oversee student facilitators
  o Collaborate with the Union Marketing Office to promote events
  o Fundraising
• Coordinate Pokes Vote in collaboration with ASUW and other community/campus partners
• Present to classes and organizations across campus about SLCE programs
• Be a resource to students, Recognized Student Organizations, faculty/staff, and community members for citizenship and social advocacy by providing in-services, trainings, and mentoring
• Collaborate with the Student Marketing Coordinator to create website, print, and social media materials that promote SLCE programs and events
• Coordinate with the following leadership programs throughout the academic year if needed:
  o First-Year Initiative (FYII)
  o Women’s Leadership Conference
  o Rainbow Leadership Series
  o Multicultural Student Leadership Initiative (MSLI)
  o Additional SLCE-related programs
• Serve as a SLCE staff member supporting all SLCE and Union programs such as:
  o The Big Event
  o National Days of Service
  o The Good Mule
  o Safe Treat
  o Holiday Market
  o Union Fest
• Represent SLCE at University events such as:
  o Campus Pass
  o Discovery Days
  o Club & Org Day
• Serve on university committees as appointed by supervisor
• Attend SLCE/Union trainings and meetings including fall SLCE retreat
Terms of employment
This position is a 15-20 hours per week position. The rate of pay is based upon the Wyoming Union Student Wage Scale. Students are eligible for pay increases based upon years of service, work performance and their supervisor’s approval. This position will begin work one week prior to class, attend the SLCE fall retreat as well as the Wyoming Union Student Employee Training. This position will work through finals week and not work during the holiday break or spring break.

Employment
This student employee agreement is subject to change by the SLCE staff without any prior notification.

I have read and acknowledge the requirements of the SLCE student employee position.

Date SLCE Community Engagement Coordinator UW ID

Date SLCE Supervisor