



Job Description

Department: Student Organizations and Entertainment (Center for Student Involvement & Leadership)

Position Title: Student Orgs Office Aide

Reports To: Student Organizations Coordinator

Eligibility: Open to All

Rate of Pay: Starting at \$10.00+/hr.

Job purpose: As a member of the Student Organizations and Entertainment Office, the Student Org Office aide(s), assists in the daily operations of the student organizations and entertainment space. Mainly, providing customer service in terms of greeting in-person guests, responding to emails, student org support services (*i.e., poster run, equipment rentals, scheduling meetings with Student Orgs Coord, on behalf of a student org, etc.*), and support professional staff members with signature events/programs as needed.

Job Responsibilities:

- Answer phone, Student Org Email account, and greet walk-in traffic to the Student Organizations and Entertainment office
- Sort Mail, pick up and deliver forms across campus,
- Assist Student Organizations with general inquiries and navigation of Cowbell
- Sort and participate in the weekly Poster Run if applicable (*Fridays between 11:00 A.M.-1:00 P.M.*)
- Keep shared areas, poster room, copy/mail room, and main office clean/organized
- Open and close Student Organizations and Entertainment Office
- Assist in Student Organization development programs as needed
- Support P-Card Check-in/out process as needed
- Other duties assigned

Competencies:

- Attention To Detail
- Adaptability
- Service Orientation

- Quality Orientation
- Judgment
- Work Standards

Preferred Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office: word, excel, and teams
- Customer service experience
- Communicate effectively, both orally and in writing
- Ability to work independently (*at times*), think critically, and engage in active problem-solving

Requirements:

- Ideal candidate is UW Student in good standing
- Ideal candidate will be available to work approximately 10-15 hours per week with the possibility for more for special events
- Position is for the Academic year 2023-2024; with the possibility of retention

How to Apply:

- Please submit the following items to be considered a complete application to Gilbert Falcon, Student Organizations Coordinator at pfalcon@uwyo.edu:
 - A cover letter,
 - Resume or CV,
 - Two (2) work-related references
- Application period
 - **Open until filled**; with **priority review** date of **April 21st, 2023**, by **5:00 PM**