

Student Org Office Aide

(Starting at \$8.00/hour; approximately 10-12 per week; Eligible-Work Study Only)

- **General 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 UW Connect, other duties assigned and more.
- **How to Apply (Requirements):**
 - Ideal candidate is UW Student in good standing and GPA of 2.5+
 - Ideal candidate will be available to work approximately 10-12 hours per week with possibility for more for special events
 - Position is for the academic 2021-2022 year
 - Send a Cover Letter and Resume to Student Organizations Coordinator Gilbert Falcon at pfalcon@uwyo.edu
 - Application period: Open until filled

Student Org Financial Services Aide

(Starting at \$8.00/hour; approximately 10-12 per week)

- **General Responsibilities:** Serve as first point of contact for students with financial question(s) and escalate to appropriate staff member as needed, willingness to learn about a variety of university financial/accounting principles, practices, and procedures, assist student organizations coordinator with assessing effectiveness of process and suggest improvements, other duties assigned and more.
- **How to Apply (Requirements):**
 - Ideal candidate is UW Student in good standing and GPA of 2.5+
 - Ideal candidate will be available to work approximately 10-12 hours per week with possibility for more for special events
 - Position is for the academic 2021-2022 year
 - Send a Cover Letter and Resume to Student Organizations Coordinator Gilbert Falcon at pfalcon@uwyo.edu
 - Application period: Open until filled