

UNIVERSITY OF WYOMING
Service, Leadership, & Community Engagement Office (SLCE)

SLCE Graduate Assistant

Description of duties and responsibilities

- Assist in the planning, implementation, and assessment of the Alternative Breaks program.
- Assist with SLCE programs such as Volunteer Hub, The Big Event, Service Saturdays, the Good Mule Project, Leadership programs, and Pokes Vote.
- Complete administrative functions as directed by supervisor.
- Be available to work occasional evenings and weekends for SLCE events/programs.
- Attend SLCE/Center for Student Involvement & Leadership (CSIL) trainings and meetings.

Minimum Qualifications

- Acceptance into a graduate master's degree program and full-time enrollment (9 graduate credit hours) in the semesters appointed as a graduate assistant.
- Be in good academic standing and maintain a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0.
- Effective organizational, planning and problem-solving skills.
- Ability to be self-directed and prioritize tasks.
- Effective communication skills.

Preferred Qualifications

- Experience with event planning and program implementation.
- Co-curricular leadership experience or previous student employment.

Terms of Employment & Compensation

This position is a half-time Graduate Assistantship (stipend: \$7,821 as of FY25 paid in monthly installments, half tuition and mandatory fee reduction (at resident rate), and health insurance). Non-resident students who are employed as Graduate Assistants will be assessed tuition at the resident rate for each term semester during which they are so employed.

This is a 10 hour per week position. The GA will set and keep regular office hours each week, apart from flexing their schedule to accommodate events that take place outside of office hours. This GA will not work during winter, summer, or spring break (unless leading an alternative spring break trip). This position will begin work one week prior to the fall and spring semester. Reappointment is contingent on eligibility, satisfactory performance, and availability of funding. For more information on terms of employment and compensation, see [the Graduate Fellowships and Assistantships SAPP](#). Applicants must disclose additional employment. Failure to notify the SLCE Office about additional employment may result in termination.

Application Requirements:

Submit a cover letter, resume, and contact information for two professional references to Shelby Kennedy (Shelby.Kennedy@uwyo.edu). Position will be open until filled and priority consideration will be given to materials submitted by midnight on April 14, 2025.

For additional information or questions, please contact:

Shelby Kennedy, M.Ed
Project Coordinator, Sr., SLCE
Shelby.Kennedy@uwyo.edu