

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

SLCE Graduate Assistant—Alternative Breaks

Description of duties and responsibilities

- Assist in the planning, implementation, and assessment of the Alternative Breaks program.
- Assist in the hiring, training, and advising of the Alternative Break Team Leaders
- Co-teach Fundamentals of Alternative Break Leadership course offered to the Team Leaders
- Assist with other SLCE programs such as The Big Event, Service Saturdays, the Good Mule and Pokes Vote
- Be available to work occasional evenings and weekends for SLCE events/programs
- Attend SLCE/Center for Student Involvement & Leadership (CSIL) trainings and meetings

Preferred Qualifications

- Experience with event planning and program implementation
- Effective organizational, planning and problem-solving skills
- Self-directed and ability to work with a team in a fast-paced environment
- Effective communication skills
- Co-curricular leadership experience or previous student employment

Terms of employment & Compensation

This position offers all the benefits of a fulltime master's level assistantship (masters level stipend funding; Wyoming residency status for tuition purposes; and payment of 9 credit hours of tuition at an instate rate). Coverage of other benefits is dependent upon available budget. Position is .45FTE/19 hours per week and 9 months. GA's will not work during the winter or spring break unless attending an Alternative Break trip. This position will begin work one week prior to the fall and spring semester.

Application Requirements:

Submit an updated resume, cover letter and contact information for two professional references to Richard Raridon, rraridon@uwyo.edu. Position will be open until filled and priority consideration will be given to materials submitted by 11:59 pm on April 17th.

For additional information or questions, please contact:

Richard Raridon
Program Coordinator, Sr., SLCE
rraridon@uwyo.edu
307-766-6812