

University of Wyoming
Service, Leadership, and Community Engagement (SLCE) Office
SLCE Student Programming Coordinator

Responsibilities and Requirements

- Work collaboratively with other SLCE Student Coordinators to plan and execute programs such as:
 - National Days of Service/Service Saturdays
 - The Big Event
 - Good Mule Project Events and Programs
 - Leadership Events
 - Other SLCE-related programs and events
 - Center for Student Involvement and Leadership (CSIL) programs and events
- Co-Chair the SLCE Advisory Board with the other SLCE Student Coordinator
- Be a resource to students, student organizations, faculty/staff, and community members regarding SLCE programs and events
- Collaborate with Student Marketing Coordinator to create website, print, and social media materials that promote SLCE programs and events
- Represent SLCE in multiple settings including:
 - Class visits
 - Club and Organization Fairs
 - Discovery Days
 - Other events as needed
- Serve on university committees as appointed by supervisor
- Attend all SLCE/CSIL trainings and meetings as directed
- Represent the SLCE Office in a positive manner and maintain good disciplinary standing with the University
- Maintain at least a 2.5 GPA

Terms of employment:

This is a 15-20 hours/ week position that pays \$10.00/ hour. The SLCE Student Coordinator will be expected to keep office hours between 8am and 5pm M-F, with occasional weekend and evening events. This position will begin work one week prior to the beginning of the semester. Student Coordinators in the SLCE office must maintain a 2.5 grade point average (GPA) for the entire term of employment. This position will work through finals week and not during the summer break or spring break. Specific duties may change slightly throughout the year as the SLCE Office continues to evolve.

While time expectation for this position is 15-20 hours per week, SLCE student coordinators will regularly need to work up to the 20 hour limit. Additional employment outside of the SLCE Office may not be compatible with this role. Failure to disclose additional employment may result in termination from the SLCE Office.