

Call for Applications issued February 2, 2026

Global Engagement Office Graduate Assistantship: Fall 2026 – Spring 2027

Position Description:

The Global Engagement Office seeks a Graduate Assistant (GA) to work 20 hours per week in support of communications and outreach for the five units that comprise the Global Engagement Office. The position will emphasize strategic marketing, communication, and storytelling that highlight global opportunities and connections across the university. The GA will develop the WyoGlobal Insights Newsletter each semester and draft a monthly communication, coordinate social media for all units, assist in running the WyoGlobal Voices blog, and perform other web design and media duties as assigned. This role involves close collaboration with the VP of Global Engagement.

Role requires completion of other duties as assigned. Some evening and weekend work may be required. This GA position is open at the masters and doctoral levels and covers tuition for 9 graduate-level credits per semester, health insurance, and graduate stipends for the duration of the assistantship, in accordance with the policies and regulations set by the University of Wyoming. The official start date is August 2026, and the assistantship concludes May 2027. The GA follows the academic calendar and will not have scheduled hours during academic breaks/holidays.

General Duties:

The work performed emphasizes project and unit administrative office support within GEO, writing, media, marketing, and management. The Graduate Assistant is to perform the following duties as part of their assistantship:

- Participate in trainings and attend the staff meeting when scheduled as needed
- Participate in events, programs, and meetings
- Assist in collaborating with different units across GEO
- Platform web content
- Conduct interviews with WyoGlobal affiliates, including students, faculty, and alumni
- Market programs, events, and department resources
- Main social media presence
- Facilitate strategic storytelling strategies with GEO units
- Assist with designing and collecting project information
- Answer phone calls and requests via email
- Maintain office support

Eligibility and Qualifications:

In line with the policies and regulations set by the University of Wyoming regarding the eligibility of students for Graduate Assistantships, applicants must meet the following criteria to be considered:

Minimum Qualifications:

- Accepted into a graduate program and enrolled in a minimum of 9 credit hours (full-time student status)
- Strong desire to work with student, staff, and faculty populations and provide support for media production and marketing.
- Strong oral, presentation, and written communication skills
- Excellent interpersonal and cross-cultural engagement skills
- Professional relationship building and collaborative skills
- Ability to work independently and collaboratively on teams and with supervisor
- Time management skills; ability to prioritize tasks to meet targeted time frames

Desired Qualifications:

- Photography experience
- Data management and assessment skills
- Able to adapt to change and additional training within a reasonable time frame
- Experience with outreach and social media
- Experience managing confidential information
- Experience working with students, faculty, and staff from diverse backgrounds
- Good academic standing (maintained throughout the project)
- English language proficiency
- Problem-solving skills

Application Procedure:

- Applications are due by March 2, 2026
- Inquiries should be directed to Gregory Ronco, gronco@uwyo.edu.
- Applications should be directed to Gregory Ronco, gronco@uwyo.edu.
- Applications should include a CV and cover letter.
- Applications should come from or be endorsed by the candidate's department (a letter of support is required from the department); department endorsements need to include an assessment of the student and their suitability for this work, and a clear statement of the candidate's eligibility as an enrolled or to-be-enrolled graduate student.
- Candidates will be interviewed.
- Candidates will continue to be considered until the position is filled.