



UNIVERSITY
OF WYOMING

School of
Graduate Education

Call for Applicants

The School of Graduate Education (SGE) seeks graduate student applicants for a new **Digital Services Graduate Administrative Assistant (GAA)** position for the 2024-2025 academic year. Depending on funding, graduation date, and performance, the successful applicant may be able to renew this GAA-ship for an additional 1-2 years of funding. Interested graduate students should contact the School of Graduate Education at GradEd@uwyo.edu. See the guidelines & how to apply, below.

General Position Information

The SGE Digital Services GAA will work an average of 20 hours per week, beginning August 20, 2024 and concluding May 31, 2025. Summer funding may be possible if funding is available and depending on SGE's needs. Work scheduling is flexible and will accommodate a successful applicant's course schedule and other academic needs. A dedicated workstation in SGE's office will be available, and partial remote working may be possible.

The GAA position comes with the following compensation:

- PhD level stipend for the academic year (summer support is not included) - \$21,762 / Master's level stipend for the academic year (summer support is not included) - \$15,642
- Tuition and mandatory fees – up to 9 graduate credits per semester at the standard resident rate, or up to 12 graduate credits per semester at the block tuition (resident) rate
- Student health insurance – coverage of the cost of the premium

General Duties

- Work with SGE's Enrollment Marketing Strategist & Marcom GA to:
 - Improve, maintain, and update SGE's website and the websites for UW's interdisciplinary PhD programs.
- Assist SGE's Senior Information Specialist with data gathering and analysis and development of electronic forms.
- Support SGE staff with SGE professional development events (e.g., new graduate student orientation, GTA Teaching & Learning Symposium, etc.).

The Digital Services GAA position offers an opportunity to develop skills and expertise in:

- Digital communication and website development.
- Electronic forms and survey tool use.
- Marketing strategies and communication plan development

- Higher education policy and procedure

Desired, Knowledge, Skills, and Attributes

- Effective written and interpersonal communication skills including the ability to communicate with a wide range of the UW community, including graduate students, faculty, staff, and administrators.
- Excellent organizational and planning skills.
- Proficiency with Microsoft Office.
- Experience with Adobe Suite, including Photoshop and/or Illustrator.
- Knowledge of basic Canva skills
- Experience working with and editing websites, blogs and social media content.
- Previous or current coursework or experience in one or more of the following areas:
 - Education, especially in the areas of higher education administration, educational leadership, learning, design, & technology, and curriculum & instruction.
 - Participation in or facilitation of professional development workshops/activities.
- Applicants must be graduate students enrolled in a UW graduate degree program and must meet the other eligibility criteria for graduate assistants. See: http://www.uwyo.edu/regs-policies/files/docs/policies/graduate_fellowships_assistantships_sap_5-28-18.pdf.
- Incoming graduate students who will begin a UW graduate program by the start of the Fall semester are encouraged to apply.

Application process

Applicants should email the School of Graduate Education (GradEd@uwyo.edu) a CV/resume and a letter explaining their interest and experience by **Monday, June 17th**. Review of the applicants will begin in late June.

More about the School of Graduate Education

The School of Graduate Education was established in September 2022 having been built upon the previous Office of Graduate Education. SGE provides support for and oversight of all U.W.'s graduate programs, except Law and professional medicine. The school is headed by Vice Provost & Dean Jim Ahern and has six staff members and two other graduate assistants. SGE is committed to providing a positive and inclusive work environment.