**Job Title:** Mobile Makerspace Graduate Administrative Assistant
 **Reports To:** Tom Johnson and Emily Leinen
 **Hours:** Up to 20 hours per week

### **Position Summary**

The Mobile Makerspace Graduate Administrative Assistant (GAA) supports the development and implementation of an innovative outreach initiative led by the University of Wyoming (UW) in partnership with community colleges and K–12 educators across the state. Under the supervision of the Makerspace Coordinator and Makerspace Manager, the GAA will assist in the operation of the Wyrkshop Mobile Makerspaces—mobile units providing free makerspace equipment and resources to rural and underserved communities in Wyoming.

This position involves coordination, technical support, educational content development, and community engagement to foster STEM learning and maker education statewide. The ideal candidate will be adaptable, self-motivated, and passionate about advancing equitable access to hands-on learning.

### **Key Responsibilities**

* Participate in regular STEM outreach events for K–12 students across Wyoming.
* Represent the Wyrkshop Mobile Makerspace at conferences and events, including speaking engagements.
* Develop asynchronous lesson plans, instructional guides, and teaching materials for diverse audiences.
* Collaborate with the Makerspace Manager to create and publish courses for the Maker Access Pass (MAP) platform.
* Maintain and manage inventory, equipment, and operational readiness of the mobile makerspaces.
* Coordinate site visits and deliver mobile makerspaces throughout the state.
* Engage and communicate with faculty, staff, educators, and community stakeholders to promote the program.
* Assist with grant writing and reporting as needed.
* Serve as a primary point of contact for the Mobile Makerspace program.

### **Minimum Qualifications**

* Must be a fully enrolled graduate student at the University of Wyoming, preferably in Education.
* Flexible academic schedule to accommodate variable hours and travel.
* Strong verbal and written communication skills.

### **Preferred Qualifications**

* Enrolled in the Learning, Design, and Technology program.
* Reside in or near Laramie, Wyoming.
* Demonstrated ability to learn new technologies and follow technical processes.
* Capable of adapting to dynamic and evolving work environments.