



UNIVERSITY  
OF WYOMING

Campus Recreation  
Wellness Center

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## GRADUATE ASSISTANT JOB ANNOUNCEMENT

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<b>Title</b>	Wellness Center Graduate Assistant – Office Program Coordinator
<b>Location</b>	<a href="#">Half Acre Recreation and Wellness Center</a> , <a href="#">University of Wyoming</a> in Laramie, Wyoming
<b>Duration</b>	Position runs for the academic year (mid-August – end of May) for one year. Contract is renewable on a yearly basis. Expected starting date is August 25, 2026.
<b>Compensation</b>	This GA position is open at the masters levels and covers tuition for 12 graduate-level credits at the normal resident rate tuition per semester, student health insurance premium, and graduate stipends for the duration of the assistantship, in accordance with the policies and regulations set by the University of Wyoming. More information on UW's Graduate Assistantship funding can be found <a href="#">here</a> .

### Position Description

The Wellness Center Graduate Assistant is primarily responsible for coordinating and assisting with Wellness Center programs, services, and student staff. Additionally, this position is responsible for assisting in facilitation of the Mental Health First Aid (MHFA) curriculum. This position requires weekly office hours and regular instruction of MHFA (including some nights & weekends) for a total of 20 hours/week. Instructor certification is not a prerequisite and will be provided by the Wellness Center.

MHFA is an evidence-based certificate training that teaches people how to identify, understand, and respond to signs of mental health and substance use concerns. The training gives learners the skills needed to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.

The Wellness Center also provides health education programs and services to the university community that focus on the promotion of holistic health and wellness. Our offerings include stress management and mindfulness workshops, substance misuse prevention and mental health promotion programs, massage chairs, and athletic training. More information on the Wellness Center can be found [here](#).

## **Responsibilities**

1. Serve as Wellness Center Programs Coordinator: Manage and assist with all Wellness Center programs and outreach requests, communicate with requestors, schedule, prepare and implement presentations as needed. Train and prepare student staff to facilitate programming and presentations.
2. Provide supervision, training, and create scheduling for Wellness Center student employees.
3. Facilitate and instruct Mental Health First Aid trainings.
4. Coordinate and provide support to Healthy Poke Patrol during all UW home football games.
5. Assist with Wellness Center reception staffing.
6. Participate in meetings and trainings as a member of the Campus Recreation and Wellness Center team.
7. Perform other duties as needed.

## **Applicant Minimum Required Qualifications**

- Fully-admitted into a UW graduate program (Masters level). Possible programs of study can be found [here](#).
- Bachelor's degree
- Able to work on main campus in Laramie

## **Applicant Preferences**

- Interest in becoming a MHFA Instructor
- Strong interest in instructing an internationally recognized certification program.
- Interest in wellness/health promotion
- Interest and experience working with members of the UW & Laramie community.
- Strong time management and organizational skills
- Strong communication skills

## **Application Process**

Apply, or be admitted to, a UW Graduate Program of your choosing. Concurrently, apply to this GA position by submitting via email to [aleah.biertzer@uwyo.edu](mailto:aleah.biertzer@uwyo.edu):

- Cover letter
- Resume or CV
- Contact information for three references

**Candidates will continue to be considered until the position is filled.**

## **Contact Information**

Aleah Biertzer, M.Ed.  
Interim Assistant Director, Wellness  
Half Acre Recreation and Wellness Center  
University of Wyoming  
(307) 766-6776  
[aleah.biertzer@uwyo.edu](mailto:aleah.biertzer@uwyo.edu)

**About the University of Wyoming**

The [University of Wyoming](#) offers a world-class education in the small community of Laramie, Wyoming. Founded in 1886, the university welcomes more than 12,000 students from all 50 states and 90 countries. Offering 200 areas of study, UW provides an environment for success.