



UNIVERSITY
OF WYOMING

School of
Graduate Education

Call for Applicants

The School of Graduate Education (SGE) seeks graduate student applicants for a new **Professional Development Coordinator Graduate Administrative Assistant (GAA)** position for Spring 2024. 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 Vice Provost & Dean Jim Ahern. See the guidelines & how to apply, below.

General Position Information

The SGE Professional Development Coordinator GAA will work an average of 20 hours per week, beginning January 2, 2024 and concluding May 31, 2024. 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 Spring 2024 semester (summer support is not included) - \$8,919 / Master's level stipend for the academic year (summer support is not included) - \$6,412.50
- 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

- Develop dynamic inventories of:
 - all UW graduate student professional development opportunities.
 - non-UW graduate student professional development opportunities.
- Work with SGE's Enrollment Marketing Strategist & Marcom GA to:
 - Communicate professional development opportunities.
 - Develop a dynamic website with professional development offerings.
- Work with SGE staff to develop a UW 3MT (Three Minute Thesis) competition that will interface with the regional (Western Association of Graduate Schools) & national (Council of Graduate Schools) competitions.

- Support SGE staff with SGE professional development events (e.g., new graduate student orientation, GTA Teaching & Learning Symposium, etc.).

The Professional Development Coordinator GAA position offers an opportunity to develop skills and expertise in:

- Higher education professional development programming.
- Higher education program coordination and administration.
- Communications & marketing.
- Database and survey tool use.

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.
- Previous or current coursework or experience in one or more of the following areas:
 - Human resources.
 - Education, especially in the areas of higher education administration, educational leadership, learning, design, & technology, and curriculum & instruction.
 - Diversity, equity, and inclusion.
 - Public administration.
 - 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 **Friday, October 20th**. Review of the applicants will begin in late October.

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 one other graduate assistant. SGE is committed to providing a positive and inclusive work environment.