

UNIVERSITY OF WYOMING
Service, Leadership, & Community Engagement Office (SLCE)

SLCE Graduate Assistant—Alternative Breaks

Description of duties and responsibilities

- Assist in the planning, implementation, and assessment of the Alternative Breaks program.
- Along with the Project Coordinator, assist in the training and support of the Alternative Break Staff Team Leaders.
- Meet regularly with Staff Leaders.
- Assist with other SLCE programs such as Volunteer Hub, The Big Event, Service Saturdays, the Good Mule Project, Leadership programs, and Pokes Vote.
- Be available to work occasional evenings and weekends for SLCE events/programs.
- Attend SLCE/Center for Student Involvement & Leadership (CSIL) trainings and meetings.

Minimum Qualifications

- Accepted into a graduate master's degree program and have full-time enrollment (9 graduate credit hours) in the semesters appointed as a graduate assistant.
- Be in good academic standing and maintain a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0.
- Effective organizational, planning and problem-solving skills
- Ability to be self-directed and prioritize tasks
- Effective communication skills

Preferred Qualifications

- Experience with event planning and program implementation.
- Co-curricular leadership experience or previous student employment

Terms of employment & Compensation

This position offers all the benefits of a fulltime master's level assistantship (stipend: \$13,730 as of FY24, full tuition and mandatory fee reduction, 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, and health insurance). This is a 20 hour per week position. GA's will not work during the winter, summer, or spring break unless attending an Alternative Break trip. This position will begin work one week prior to the fall and spring semester. Reappointment is contingent on eligibility, satisfactory performance, and availability of funding.

Application Requirements:

Submit an updated resume, cover letter and contact information for two professional references to Shelby Kennedy (Shelby.Kennedy@uwyo.edu). Position will be open until filled and priority consideration will be given to materials submitted by midnight on April 21st.

For additional information or questions, please contact:

Shelby Kennedy, M.Ed
Project Coordinator, Sr., SLCE
Shelby.Kennedy@uwyo.edu