

SENATE BILL #2039

Title: Executive Assistant Job Descriptions

Date: March 12, 2003

Authors: Student Relations Committee

Sponsors: Senators Dagit, Kirkbride, and Mower

1. WHEREAS, the ASUW Executive Assistant job descriptions are currently
2. rewritten each year by the newly elected ASUW President and Vice President;
3. and
4. WHEREAS, individual president's and vice president's priorities may alter
5. the executive agenda and the focus of the Senate; and
6. WHEREAS, these inconsistencies have not proven time efficient and may
7. have contributed to the dismissal or disregard of some programs in the past;
8. and
9. WHEREAS, permanent executive assistant job descriptions will facilitate and
10. promote accountability, continuity, professionalism, and effective
11. management of ASUW's internal and external affairs; and
12. WHEREAS, employing more executive assistants will ensure that all ASUW
13. programs and priorities will be effectively accomplished every year.
14. THEREFORE, be it enacted by the Associated Students of the University of
15. Wyoming that the permanent executive assistant job descriptions outlined in
16. Addendum A be approved; and
17. THEREFORE, be it further enacted that ASUW employ six executive
18. assistants every year.

Referred to: Committee of the Whole

Date of Passage: April 1, 2003

Signed:

Lou Reed
(ASUW Chairperson)

“Being enacted on April 4, 2003, I do hereby sign my name

hereto and approve this Senate action.”

Keith Gaff
ASUW President

ASUW Chief of Staff and Special Assistant to the President

EXECUTIVE JOB DESCRIPTION

The ASUW Chief of Staff serves at the discretion of the ASUW President. He/she will be appointed to this position by the ASUW President and Vice President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Chief of Staff manages the daily, weekly, and yearly activities of the ASUW Executive Staff, and serves as the primary executive representative in place of the ASUW President. Other duties include, but are not limited to:

1. Coordinate and oversee the responsibilities of the ASUW Executive Staff.
2. Meet individually once a week with each member of the ASUW Executive Staff to monitor their progress and attainment of their assigned activities and goals.
3. Meet weekly with the ASUW President and Vice President to update him/her on the progress of the ASUW Executive Staff.
4. Meet weekly with the ASUW President, ASUW Vice-President, and ASUW Advisor.
5. Develop an ASUW Executive Staff agenda and time-line each semester to accomplish assigned tasks and goals.
6. Support the ASUW President and ASUW Vice-President in developing their goals/agenda for their administration.
7. Attend all meetings as requested by the ASUW President, including regularly attending Student Affairs Directors Council, Trustees, ASUW Staff and Business meetings, etc.
8. Regularly attend all ASUW Senate meetings.
9. Serve as the primary ASUW Executive Staff liaison to ASUW/OSL professional staff.
10. Plan and coordinate the annual ASUW Fall and Spring Executive Retreat.
11. Run all ASUW Executive Staff meetings.

12. Assist the ASUW Vice-President with coordinating the activities of the ASUW Steering Committee.
13. Coordinate all major special events for ASUW with appropriate ASUW professional staff and Executive staff members, including the annual dinner with the Governor, Trustee breakfast, ASUW Distinguished Service Award, dinner with the Directors, and ASUW end of the year banquet.

March, 2003

ASUW Director of Internal Affairs and Special Assistant to the Vice President

EXECUTIVE JOB DESCRIPTION

The ASUW Director of Internal Affairs serves as a member of the ASUW Executive Staff, and reports to the ASUW Chief of Staff. He/she will be appointed to this position by the ASUW President and Vice-President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Director of Internal Affairs manages the daily, weekly, and yearly internal affairs of ASUW, and has administrative responsibilities in all three ASUW Executive, Legislative, and Judicial branches. Other duties include, but are not limited to:

1. Assist the ASUW President in making appointments to all University committees.
2. Assist the ASUW Vice-President in making all appointments to ASUW Senate committees.
3. Meet individually once a week with the ASUW Chief of Staff to monitor progress and attainment of their assigned activities and goals.
3. Meet weekly with the ASUW Vice-President to update him/her on the progress of the ASUW Senate and Committees.
4. Regularly attend a weekly ASUW Executive Staff meeting.
5. Attend the annual ASUW Fall and Spring Executive Retreat.
6. Regularly attend all ASUW Senate meetings.
7. Attend all meetings as requested by the ASUW Vice-President, including regularly attending the weekly meeting with all ASUW Senate Chairs.
8. Serve as an ex-officio member on the ASUW Constitution, Academic and Technology, and Steering Committees.
9. Assist the ASUW Vice-President in coordinating all ASUW Senate Retreats.
10. Serve as the ASUW Executive Liaison to the ASUW Judicial Council; assist the ASUW President and ASUW Advisor in the annual ASUW Judicial Council training.

11. Work closely with the ASUW Staff in developing an ASUW technology strategic plan to meet the ongoing technological needs of ASUW.
12. Support the Academic and Technology Committee by overseeing and promoting the web-based faculty evaluations "Pick-a-Prof."
13. Assist the ASUW Vice President with administrating the monthly ASUW Senator/SAL of the Month awards
14. Assist the ASUW Chief of Staff with coordinating the ASUW end of the year banquet and ASUW distinguished service award.
15. Support the Student Relations chairperson is overseeing and coordinating the annual ASUW scholarship program.
16. Plan and coordinate, with the assistance of the ASUW Director of Legislative Affairs, the annual Senate meeting with the Associated Students of Colorado State University in the fall semester.

March, 2003

ASUW Director of External Affairs

EXECUTIVE JOB DESCRIPTION

The ASUW Director of External Affairs serves as a member of the ASUW Executive Staff, and reports to the ASUW Chief of Staff. He/she will be appointed to this position by the ASUW President and Vice President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Director of External Affairs manages the daily, weekly, and yearly external affairs of ASUW, and has responsibilities for all ongoing ASUW programs and services. Other duties include, but are not limited to:

1. Meet individually once a week with the ASUW Chief of Staff to monitor progress and attainment of their assigned activities and goals.
2. Regularly attend a weekly ASUW Executive Staff meeting.
3. Attend the annual ASUW Fall and Spring Executive Retreat.
4. Regularly attend all ASUW Senate meetings.
5. Serve as an ex-officio member on the ASUW Students' Attorney Advisory Board, Student Issues, Student Relations, and Steering Committees.
6. Serve as the ASUW Executive in charge of SAFE Ride; serve as the Chair of the SAFE Ride Advisory Board; provide an update once a semester to the ASUW Senate about the current status of SAFE Ride; coordinate and oversee all SAFE Ride promotions and marketing strategies; develop and introduce the annual SAFE Ride operating budget to Budget and Planning.
7. Serve as the ASUW Executive in charge of the Students' Attorney program; assist the Chair of the Student's Attorney Advisory Board and the Office of Student Life representative in monitoring policy and budgetary request for the program
8. Serve as an ex-officio member on the MSLI Steering Committee.
9. Serve as an ex-officio member on the United Multicultural Council.
10. Serve as the primary ASUW Executive liaison for ASTEC; provide an update once a semester to the ASUW Senate about the current status of ASTEC.

11. Serve as the primary ASUW Executive in charge of UW Child Care program; provide an update once a semester to the ASUW Senate about the current status of UW Child Care.
12. Serve as the ASUW Executive in charge of Connecting Future Generations; assist the Assistant Director of Admissions in developing and enhancing ASUW role in recruiting students to UW; develop and oversee the ASUW Connecting Future Generations budget; provide an update once a semester to the ASUW Senate about the current status of Connecting Future Generations.
13. Serve as a member of the Enrollment Management Committee.
14. Coordinates and oversees the bi-annual ASUW Needs Assessment

March, 2003

ASUW Director of Financial Affairs

EXECUTIVE JOB DESCRIPTION

The ASUW Director of Financial Affairs serves as a member of the ASUW Executive Staff, and reports to the ASUW Chief of Staff. He/she will be appointed to this position by the ASUW President and Vice President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Director of Financial Affairs manages the daily, weekly, and yearly financial affairs of ASUW. Other duties include, but are not limited to:

1. Meet individually once a week with the ASUW Chief of Staff to monitor progress and attainment of their assigned activities and goals.
2. Regularly attend a weekly ASUW Executive Staff meeting.
3. Attend the annual ASUW Fall and Spring Executive Retreat.
4. Regularly attend all ASUW Senate meetings.
5. Serve as an ex-officio member on ASUW Financial Appropriations, Budget and Planning, and Steering Committees, and assist these committees and the chairs of these committees as needed.
6. Serve as the ASUW Financial Policy “expert” at all ASUW Senate meetings.
7. Meet weekly with the ASUW Business Manager.
8. Provide guidance and advice to the ASUW Senate and Executives regarding all ASUW budgetary matters.
9. Assist the ASUW President in developing the ASUW Executive Budget.
10. Assist the ASUW Vice-President in developing the ASUW Legislative Budget.
11. Assist the Chair of the ASUW Judicial Council in developing the ASUW Judicial Council Budget.
12. Assist Budget and Planning and the ASUW Business Manager in developing the ASUW Budget; prepare the ASUW President and assist in all facets in presenting the ASUW Budget to the Board of Trustees.

13. Support Budget and Planning in all aspects of Special Projects.
14. Serve as the ASUW liaison to all campus departments and entities that receive student fees, including the Union Board, the Student Health Advisory Board, the Student Recreation Board, and the Department of Athletics.
15. Research the financial infrastructure, and other projects as assigned, at neighboring higher education institutions student government associations.
16. A College of Business internship for this position may also be available to qualifying students. Internship requirements would be in addition and/or complementary to the above duties.

March, 2003

ASUW Director of Legislative Affairs

EXECUTIVE JOB DESCRIPTION

The ASUW Director of Legislative Affairs serves as a member of the ASUW Executive Staff, and reports to the ASUW Chief of Staff. He/she will be appointed to this position by the ASUW President and Vice President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Director of Legislative Affairs manages the daily, weekly, and yearly political and legislative affairs of ASUW. Other duties include, but are not limited to:

1. Meet individually once a week with the ASUW Chief of Staff to monitor progress and attainment of their assigned activities and goals.
2. Regularly attend a weekly ASUW Executive Staff meeting.
3. Attend the annual ASUW Fall and Spring Executive Retreat.
4. Regularly attend all ASUW Senate meetings.
5. Serve as an ex-officio member on ASUW Elections and Steering Committees.
6. Serve as the ASUW liaison to Faculty Senate, and Staff Senate and attend each of these meetings, and serve as an advisor to Freshman Senate.
7. Serve as the ASUW liaison to the Laramie City Council, and attend all City Council Meetings; provide a once a semester report to the City Council about ASUW Activities, and provide a once a semester report to ASUW Senate about current City Council Activities.
8. Coordinate the annual ASUW/City Council joint meeting in the spring semester.
9. Serve as the ASUW Executive in charge of all legislative issues, and represent all ASUW legislative positions to the administration, city, state and federal governments.
10. Coordinate a fall meeting with the Vice President of Legislative Affairs, the President, and all ASUW Executives/Senators regarding the University's upcoming legislative agenda.
11. Work closely with the Vice President of Legislative Affairs throughout the fall semester and during the legislative session in the spring.

12. Serve as the ASUW Executive in charge of all local, state and federal legislation that impact students, including changes in federal financial aid, student activity fees, and other pressing student issues.
13. Coordinate the annual ASUW dinner with the Governor and breakfast with the Trustees.
14. Serve as the ASUW liaison to all other neighboring student governments; attend at least one ASCSU Student Senate meeting per semester.
15. Report to the ASUW Senate on any city, state, or federal issues dealing with students, as the need arises.
16. Plan and coordinate, with the assistance of the ASUW Director of Internal Affairs, the annual Senate meeting with the Associated Students of Colorado State University in the fall semester.

March, 2003

ASUW Director of Public Relations

EXECUTIVE JOB DESCRIPTION

The ASUW Director of Public Relations serves as a member of the ASUW Executive Staff, and reports to the ASUW Chief of Staff. He/she will be appointed to this position by the ASUW President and Vice President, subject to approval by the ASUW Senate. This is a paid ASUW Executive Staff position, and this individual will be requested to work a minimum of 15 hours per week to fulfill their responsibilities.

The ASUW Director of Public Relations manages the daily, weekly, and yearly public relations for ASUW. Other duties include, but are not limited to:

1. Meet individually once a week with the ASUW Chief of Staff to monitor progress and attainment of their assigned activities and goals.
2. Regularly attend a weekly ASUW Executive Staff meeting.
3. Attend the annual ASUW Fall and Spring Executive Retreat.
4. Regularly attend all ASUW Senate meetings.
5. Serve as an ex-officio member on ASUW Elections, Student Activities Council, Concert and Convocations, and Steering Committees.
6. Serve as the primary spokesperson for ASUW to the media on behalf of the ASUW Senate and ASUW Executives.
7. Coordinate all ASUW public relations and marketing efforts, including weekly editorial updates in the BI and press releases about upcoming ASUW programs and services.
8. Update and publish all ASUW publications, including the ASUW brochure and ASUW survival guide.
9. Oversee all ASUW advertising in the BI and manage the ASUW advertising budget.
10. Assist the ASUW President and Vice-President by advertising their goals/agenda in the BI, and following-up with BI editorial about progress made toward these goals.
11. Monitor and oversee the ASUW student listserve.

12. Oversee and coordinate the annual ASUW photos for the ASUW mural hanging in the Union.
13. Support the Elections Committee with any of their needs, and help to develop the annual Elections Committee budget.
14. Work in conjunction with the ASUW Secretary to oversee and manage the ASUW Website.
15. Assist the ASUW Chief of Staff with planning and coordinating major ASUW programs, including the annual Governor's Dinner and the Trustee's Breakfast.
16. Support and assist the ASUW Director of External Affairs with the marketing and promotions of Safe Ride.
17. Coordinate the annual ASUW College Town Hall Meetings, in conjunction with the Student Relations Committee
18. Coordinate the annual ASUW RSO visits, in conjunction with the Student Relations Committee
19. Develop, coordinate and oversee the annual ASUW Community Service Day

March, 2003