



JOB DESCRIPTION

Chief of Legislative Affairs

The ASUW Chief of Legislative Affairs serves as a member of the ASUW Executive Staff and reports to the ASUW Vice President. This position is appointed by the ASUW Vice President, with the advice and consent of the President and approval by the ASUW Intercession Oversight Committee. The primary role of this position is to serve as the right hand to the ASUW Vice President. During the year (July 2024 through late April 2025) for which they serve, the ASUW Chief of Legislative Affairs will receive \$13.50 per hour, 20 hours per week.

Minimum Qualifications

- Must be a student enrolled in at least 6 credit hours at the University of Wyoming throughout the term of employment.
- Must meet university mandated GPA requirements (2.0 for most majors).

Desired Qualities

- Clear and direct communication style.
- Positive attitude and growth mindset.
- Excellent written and verbal communication skills.
- Efficient.

General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Chief of Legislative Affairs shall:

1. Serve as the ASUW leader responsible for managing legislation and the ASUW working documents.
2. Maintain a close relationship with the ASUW Vice President as the Vice President's Chief.
3. Support all members of ASUW in the creation of new legislation by providing technical expertise.
4. Serve as the ASUW policy expert by becoming familiar with the governance and procedures of the ASUW Student Government.
5. Develop a positive atmosphere in ASUW by using open communication, showing a strong willingness to help others, and acting with good intention.
6. Remain impartial by assisting *any* party interested in creating legislation.
7. Conduct oneself in a professional and respectable manner publicly.
8. All duties and projects should support the goals of the 111th ASUW Administration.
9. Conduct all other tasks and responsibilities outlined, within reason, by the ASUW Vice-President.

Specific Responsibilities

ASUW Student Government
Dept. 3625; Room 020, Wyoming Union
1000 E. University Avenue
Laramie, WY 82071



Phone: 307.766.5204
Fax: 307.766.3762

asuwgov@uwyo.edu

- Update, maintain, and revise the ASUW working documents.
- Attend ASUW Senate meetings at 7:00 pm every Tuesday.
- Take detailed meeting minutes for all ASUW Senate meetings.
- Create the weekly agenda for ASUW Senate.
- Send relevant parties all materials needed for each meeting including last week's minutes, new agenda, bills, resolutions, proposed amendments, budget realignments, applications for vacant positions, Student Organization Funding Board requests, materials for the special event, etc.
- Attend ASUW Steering Committee and edit ASUW Senate Bills and Resolutions in accordance with Steering.
- Maintain communication with all ASUW professional staff members.
- Meet weekly with the President, Vice President, and other Chief to coordinate work in the office and Senate.
- Attend meetings as an ASUW representative for the ASUW President and/or Vice President, as requested.
- Participation in any mandatory ASUW orientation or onboarding meetings.
- Serve on ASUW committees as designated by the ASUW President and Vice President.
- Chair Ad-Hoc committee(s) as assigned by the ASUW Vice President.
- Collaborate with other ASUW leadership members as deemed necessary by the ASUW Vice-President.
- Attend ASUW Executive Staff meetings.
- In accordance with Senate Bill #2055, advertise an abbreviated ASUW Senate agenda in *The Branding Iron*.
- In accordance with Senate Bill #2191, create and submit advertisements for future pieces of legislation.
- Assist the ASUW Business Office staff in overseeing ASUW Scholarships (see Senate Bills # 2041, #1961, #1960, and #2511)
- Fulfill other responsibilities as assigned by the ASUW Vice President.

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Chief of Legislative Affairs Application

This application should be used to apply for ASUW Executive Staff positions. Please submit applications by Wednesday, May 29th, 2024 at 11:59 p.m. Any questions regarding the application and/or hiring process should be emailed to asuwpres@uwyo.edu and asuwvp@uwyo.edu.

Name: _____ W#: _____

Phone Number: _____ Email Address: _____

Class Standing: _____ Major: _____

Cumulative GPA: _____ Hours Currently Enrolled in: _____

How many hours per week are you willing to serve: _____

Attach to this Application:

1. A Cover Letter detailing the following:
 - a. Why are you interested in the position and serving in the ASUW Student Government?
 - b. What life experiences do you have that qualify you for this position?
 - c. What motivates you to succeed?
 - d. What inspires you to help others? How will this impact your work in this position?
 - e. What systems of organization do you use in your life?
2. Resume.
3. Two references of any kind. They do not need to provide a letter of recommendation, only to speak about your skills and character if contacted.

I hereby grant the UW Dean of Students Office permission to provide verification of my grade point average, hours carried, and the lack of any judicial record the ASUW Advisor to ensure that the ASUW Constitutional requirements are not violated. This release remains in effect as long as I serve as an appointed member of ASUW at the University of Wyoming. (Members of the ASUW shall not be eligible to serve as a representative of the ASUW Executive, Legislative, or Judicial branches if they have committed acts which compromise their integrity as a student leader and representative of the ASUW or on conduct probation through the Dean of Students office).

Signature: _____ Date: _____

Interviews for qualified applicants will be conducted following the preferred application deadline.

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Please email the cover letter, resume, and this application sheet to
asuwpres@uwyo.edu and asuwvp@uwyo.edu.