



JOB DESCRIPTION

Chief of Staff

The ASUW Chief of Staff serves as a member of the ASUW Executive Staff and reports to the ASUW President. This position is appointed by the ASUW President, with the advice and consent of the Vice President and approval by the ASUW Senate. The primary role of this position is to serve as the primary assistant to the ASUW President. This is a paid ASUW Executive Staff position with monthly compensation determined by the ASUW Senate. During the year (June through April) for which they serve, the ASUW Chief of Staff will receive \$9.00 per hour, 20 hours per week, 4 weeks per month, for up to 12 months, but no less than 8 months, as established with the ASUW President and Vice President. It is highly encouraged that the Chief of Staff be able to work during the summer. A college applicable internship for this position may also be available to qualifying students. Internship requirements must be completed in addition to the responsibilities outlined below.

Minimum Qualifications

- Must be an enrolled student of the University of Wyoming throughout the term of employment
- Currently have a cumulative GPA of no less than the university mandated minimum GPA to graduate in their current major, and maintain that minimum throughout the term of employment
- Experience in managing a team of individuals in any capacity
- Experience in team leadership

Desired Qualifications

- Excellent written, verbal, and interpersonal communication skills
- Strong leadership and multi-tasking skills
- Previous experience with ASUW Student Government in any capacity

General Responsibilities

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

- Meet individually with the ASUW President weekly to discuss and report on projects and goals
- Meet bi-weekly with the ASUW President and Vice President to report on the operations of the ASUW office
- Regularly attend weekly ASUW Senate meetings
- Coordinate and lead ASUW Executive Staff meetings
- Participate in ASUW Student Government retreats



- Collaborate with the ASUW President and Vice President on advancing their platforms
- Provide advice and researched opinions when necessary to the ASUW President and Vice President
- Advise and assist Executive Staff with initiatives and responsibilities
- Conduct oneself in a professional and respectable manner
- Publicly support the agenda and mission of the ASUW Student Government and Executive Branch

Specific Responsibilities

- Manage and supervise the day-to-day activities of the ASUW Executive Staff
 - Provide assistance and direction on projects
 - Ensure the timely completion of projects
 - Collect and track weekly reports from the Executive Staff
 - Meet bi-weekly with every member of the Executive Staff
- Maintain the professional atmosphere of the ASUW Office
- As requested, attend meetings as an ASUW representative for the ASUW President and/or Vice President, if both are unable to attend
- Maintain weekly communication with full-time ASUW professional staff members, including the ASUW advisor
- Coordinate annual Reception with the University of Wyoming Board of Trustees
- Plan and organize Executive Staff Retreats (1 per semester) and ASUW end-of-the-year celebration
- Collaborate with the Senate on Student Outreach Week, Homecoming and Elections at any capacity
- Serve on special committees at the request of the ASUW President and Vice President
- Report on the organizational effectiveness, goal determination, and strategic planning of the ASUW Executive Branch on a weekly basis to the ASUW President
- Fulfill other responsibilities as assigned