**JOB DESCRIPTION**

***Director of Diversity and Inclusion***

The ASUW Director of Diversity and Inclusion 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. This is a paid ASUW Executive Staff position with compensation determined by the ASUW Senate. During the academic year (August through May) for which they serve, the ASUW Director of Diversity and Inclusion will receive $10.00 per hour, 15 hours per week, 4 weeks per month, for 8 months, as established with the ASUW President and Vice President. 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 at 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
* Excellent written, verbal, and interpersonal communication skills

# Desired Qualifications

* Enthusiasm for service to students of marginalized identities
* Knowledge and experience of diverse communities and social justice platforms
* Knowledge about diversity-related issues on campus
* Strong planning and organizational skills

# General Responsibilities

As a member of the ASUW Executive Staff, the Director of Diversity and Inclusion shall:

* Meet individually with the ASUW Chief of Staff weekly to discuss and report on projects and goal
* Meet individually with the ASUW President when necessary to discuss and report on projects and goals
* Attend ASUW Executive Staff meeting.
* Attend ASUW Senate Meetings, at the discretion of the ASUW President and Vice President (or designee), and provide a weekly electronic report for those meetings, for the benefit of the Senate
* Participate in the mandatory ASUW Executive Retreat
* Provide advice and researched opinions when necessary to the ASUW President and Vice President
* Always conduct oneself in a professional and respectable manner
* Publicly support the agenda and mission of the ASUW Student Government and Executive Branch
* Work towards goals outlined in the ASUW 2018-2022 Strategic Plan

# Specific Responsibilities

* Meet with advisors from Multicultural Affairs and the co-chairs of United Multicultural Council on a regular basis
  + Collaborate on diversity, equity, and inclusion initiatives
* Advocate for underrepresented students on campus and ensure that ASUW takes an active stance in advocacy. These students include, but are not necessarily limited to:
  + Students of underrepresented or marginalized race or ethnicity
  + Students of underrepresented or marginalized religious beliefs or creed
  + Students of international origin or background
  + Students of underrepresented sexual orientation or underrepresented gender identification
  + Any other group of students who may be underrepresented, or encounter unique difficulties due to their status, identity, or disability
* Work towards goals outlined in the ASUW 2017-2022 Strategic Plan for Diversity, Equity, and Inclusion
* Help create the ASUW 2023-2027 Strategic Plan for Diversity, Equity, and Inclusion
* Work with the ASUW President, Vice President, and Director of Marketing on creating educational pieces on particular social justice issues
* Work with multicultural student organizations to assist with their development, efficacy and advocacy work, and events/programming they may hold
* Collaborate frequently with ASUW’s United Multicultural Council in various capacities, including but not limited to:
  + Being a liaison of the ASUW Executive Branch
  + Promoting ASUW services to underrepresented students
  + Assist the co-chairs in organizing campus-wide outreach events
  + Reach out and create strong relationships with student organizations to help bolster their voice at an institutional level
* Continue partnership with Multicultural Affairs and assist with their programming efforts as needed
* Serve on diversity-related committees around campus
* Serve on the MLK/Days of Dialogue and Shepard Symposium Committees
* Serve as an ex-officio on senate committees as determined by the ASUW Vice President
  + Most notably serving on the Advocacy, Diversity, Policy
* Analyze campus climate, and work through ASUW to improve campus climate for all students
* Work with the UDSS Office to ensure accessibility for all students
* Cooperate with the Office of Diversity, Equity, and Inclusion on campus-wide diversity strategic planning
* Work to advocate for the reimplementation of a required diversity credit in the University Studies Program
* Fulfill other responsibilities as assigned

**Executive Staff Application**

This application should be used to apply for ASUW Executive Staff positions. Please submit applications before **11:59 PM on Friday, July 30th**. Applications will be accepted after that date until position is filled, but preference will be given to applications submitted by this date. Any questions regarding the application and/or hiring process should be emailed to [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu).

**Name:**  **W#:**

**Phone:**  **Email Address:**

**Executive Staff Position of Interest:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Standing:**  **Major:**

**Cumulative GPA:**  **Hours Enrolled for Fall 2021:**

**Attach to this Application:**

1. Cover Letter
   1. Why you are interested in the position
   2. Specific experience or education that qualifies you for this particular position
   3. Specific ideas that you have for this position in the 2021-2022 school year
   4. Any other special abilities which may be beneficial to ASUW Student Government
2. Resume
3. Two References. You do not need a letter of reference, just the contact info of two people who will speak to your qualifications if contacted.

**How many hours per week would you be willing to serve in this position?**

*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 to the Assistant Dean of Students as 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.

**Please submit cover letter, resume and this application sheet electronically to** [**asuwgov@uwyo.edu**](mailto:asuwgov@uwyo.edu)**.**