**JOB DESCRIPTION**

***Director of Finance & Student Organizations***

The ASUW Director of Finance & Student Organizations 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 year (August through May) for which they serve, the ASUW Director of Finance & Student Organizations e 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
* Previous experience with student organizations in any capacity
* Experience planning and marketing events in any capacity
* Basic knowledge of Microsoft Excel and Excel ledgers

# General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Director of Finance shall:

* Meet individually with the ASUW Chief of Staff weekly to discuss and report on projects and goals
* Meet individually with the ASUW President when necessary to discuss and report on projects and goals
* 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
* Attend ASUW Executive Staff meetings
* Participate in the mandatory ASUW executive retreat
* Provide advice and researched opinions when necessary to the ASUW President and ASUW 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
* Assist with the creation of the ASUW 2022-2026 Strategic Plan

# Specific Responsibilities

* Attend weekly Student Org Funding Board Committee meetings as an ex-officio member to give information relating to student organizations events and conference/competition registrations and advise the committee
* Facilitate meetings and interactions with student organizations who are requesting funding through the Funding Board to manage and support them through the funding process
* Work with Student Organizations and Entertainment to update student organization policies when necessary and provide information to student organizations about university resources
* Serve as the institutional expert for knowledge of the ASUW Finance Policy and ASUW accounts
* Serve as the co-chair of the Financial Wellness Committee and develop financial programming beneficial to students
* Work with the ASUW Accountant to monitor expenditures, budgets, and endowments
* Work with the ASUW Budget and Planning Committee and the ASUW Accountant to organize Special Projects funding and oversees the timely and appropriate implementation of funded projects
* Collaborate with the Director of Financial Planning and Analysis to organize Financial Literacy Month and other programming events to promote financial literacy
* Prepare the executive budget requests under the direction of the ASUW President
* Assist ASUW-funded programs and strategic partners in preparing their annual budget requests as needed
* Provide finance reports, as necessary, to the ASUW Executive Staff, the ASUW Senate, and ASUW funded programs
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
* Fulfill other responsibilities as assigned

The ASUW Director of Finance and Student Organizations (DOFSO) is ASUW’s finance policy expert, and is expected to work with both the ASUW Student Organization Funding Board and student organizations at the University of Wyoming in every step of the event funding process. ASUW gives out $140,000 per year to student organizations. The DOFSO will work closely with the ASUW Accountant to help student organizations manage the funds distributed by the funding board. The DOFSO will also work with the Director of Financial Planning and Analysis in coordinating the ASUW Special Projects funding process, organizing financial literacy month, and creating the FY23 budget alongside the Budget and Planning Committee.

**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)**.**