**JOB DESCRIPTION**

***Director of Governmental and Community Affairs***

The ASUW Director of Governmental and Community Affairs 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 monthly compensation determined by the ASUW Senate. During the academic year (August through May) for which they serve, the ASUW Director of Governmental and Community Affairs 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

**Desired Qualifications**

* Strong work ethic
* Any previous experience with local or state government
* Excellent written, verbal, and interpersonal communication skills

**General Responsibilities**

As a member of the ASUW Executive Staff, the ASUW Director of Government Affairs 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
* Participate in ASUW Student Government retreats
* 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, and help determine this agenda and mission
* Work towards goals outlined in the ASUW 2018-2022 Strategic Plan

**Specific Responsibilities**

* Serve as the ASUW policy expert by becoming familiar with the governance and procedure of the University, the City of Laramie, Albany County, and the State of Wyoming
* Serve as a resource, and assist the Chief of Legislative Affairs to the ASUW Senate with researching and writing legislation
* Work with UW Vice President of Governmental and Community Affairs throughout the fall semester and during the legislative session in the spring
* Report to the ASUW Senate on any city, state, or federal issues dealing with students
* Attend and provide monthly reports of Laramie City Council meetings and City of Laramie activities to the ASUW Senate and ASUW activities to the Laramie City Council
* Collaborate with the ASUW President on Laramie community initiatives and initiatives at the Wyoming state level
* Coordinate:
  + Annual Dinner with the University of Wyoming President and Governor of Wyoming
  + Annual joint meeting with the Laramie City Council
  + Annual State of Wyoming Legislative Session trip
  + Bi-Annual Wyoming Leadership Summit
  + WyASC
  + Community college engagement
  + High School and College Leadership Scholarships (ASUW gives $40,000 in scholarships to students to reward leadership)
* During years of local, state, and/or national elections, coordinate the ASUW efforts to promote the election with Pokes Vote with the SLCE office and the Director of Strategic Partners and Events
* Provide communication and updates on neighboring state and local student governments to the ASUW President and Vice President
* Work with the Alumni Association to foster better relationships between alumni and students
* Ensure that ASUW maintains initiatives outlined in the ASUW Governmental and Institutional Priorities Plan
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
* 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)**.**