**JOB DESCRIPTION**

***Director of Partners, Programs, and Events***

The ASUW Director of Partners, Programs, and Events serves as a member of the ASUW Executive Staff and reports to the ASUW President. This position is appointed by the ASUW President and Vice President with the advice and consent of 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 Partners, Programs, and Events 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
* Strong planning and organizational skills

**Desired Qualifications**

* Excellent written, verbal, and interpersonal communication skills
* Leadership skills and willingness to collaborate
* Previous experience with ASUW in any capacity
* Previous experience with large events and event planning

**General Responsibilities:**

As a member of the ASUW Executive Staff, the ASUW Director of Partners, Programs, and Events 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:**

* Collaborate with ASUW Strategic Partners in various capacities, including but not limited to:
  + Participate in regular Strategic Partnership meetings
  + Send a memo to each Strategic Partnership at the beginning, middle, and end of each semester establishing goals and reflecting on our work and collaboration
  + Establish short-term and long-term goals with each partnership to advance the 109th administration’s initiatives
* Research and develop enhancements to the ASUW Student Government and its services and Strategic Partners in coordination with the ASUW Professional Staff
* Act as a liaison to, and assist with, the promotion and development of ASUW’s programs, including:
  + The United Multicultural Council
  + The Non-Traditional Student Council
  + The UW Food Share Pantry
  + The First-Year Senate
  + Student Legal Services
  + ASTEC (Associated Student Technical Services)
* Research potential new services for the ASUW Student Government to provide to the university community
* Work with the ASUW Project Coordinator to assist with overseeing, marketing, and collaborating with ASUW programs
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
  + Serve on the ASUW Elections Special Committee and assist in outreach efforts and event planning
  + Serve on the ASUW Student Outreach Week Special Committee
  + Serve on Program and Institutional Development
* Organize and plan ASUW programming and events, including but not limited to reserving event space, securing catering, and coordinating marketing efforts with the cooperation of the Director of Marketing
* Work with the Director of Governmental & Community Affairs and the SLCE Office to coordinate Pokes Vote events during election years
* 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)**.**