**JOB DESCRIPTION**

***Director of Wellness and Sustainability***

The ASUW Director of Wellness and Sustainability 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 Wellness and Sustainability will receive $10.00 per hour, 15 hours per week, 4 weeks per month, for 8 months. 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

* Previous experience and knowledge of student resources on campus in any capacity
* Enthusiasm for service to students
* Knowledge and expertise in areas of sustainability

# General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Director of Wellness and Sustainability 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 Executive Staff meetings
* 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
* Participate in ASUW Student Government retreats
* Conduct oneself in a professional and respectable manner at all times
* Publically 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

* Attend Student Wellness Advisory Board (SWAB) meetings as an ex-officio member
* Serve as the chair of the ASUW Safety and Wellness Committee
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
  + Serve on the ASUW Wellness & Safety Special Committee to lend expertise and to help facilitate meetings and interactions with UWPD to assist in creating programming
* Attend UW No More – Sexual Misconduct Task Force Meetings as an ASUW representative and/or coordinate other projects on the topic
* Serve as a representative of the Green Dot Bystander Intervention training to prevent sexual assault and misconduct.
* Hold a leadership role and participate in the ASUW Food Insecurity Task Force
* Coordinate wellness efforts of ASUW with the Dean of Students, Wellness Center, and other necessary entities on campus
* Work with ACRES Student Farm, the Haub School, and other appropriate sustainability-focused partners to improve and promote sustainable efforts across campus. Some of these goals include:
  + The creation of a new campus Climate Action Plan
  + A sustainability audit of ASUW and the fraternities/sororities on campus
  + A revival of the UW President’s Climate Commitment
  + Reducing food waste from events by creating a Good Food Sharing Program
  + Growing sustainable, fresh produce right here on Laramie’s campus
* Serve as a liaison on the Sustainability Coalition and support their goals
* Help implement one zero-waste ASUW Senate Meeting per semester
* Coordinate with the Director of Marketing to create awareness campaigns of student resources on campus
* 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)**.**