



JOB DESCRIPTION

Director of Student Organizations

The ASUW Director of Student Organizations serves as a member of the ASUW Executive Staff and reports to the ASUW President and Chief of Staff. 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 late April) for which they serve, the ASUW Director of Student Organizations will receive \$13.00 per hour, 15 hours per week.

Minimum Qualifications

- Must be a student enrolled in at least 6 credit hours at the University of Wyoming throughout the term of employment.
- Must meet university mandated GPA requirements (2.0 for most majors).

Desired Qualifications

- Enthusiasm for service to students
- Previous experience with student organizations in any capacity
- Basic knowledge or willingness to learn Microsoft Excel and Excel ledgers

General Responsibilities

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

- Always conduct oneself in a professional and respectable manner
- Publicly support the agenda and mission of the ASUW Student Government and Executive Branch

Specific Responsibilities

- Attend weekly Student Org Funding Board (SOFB) 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 SOFB 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
- Collaborate with the Student Organizations Office to meet with the leadership of SOs
- Assist the Director of Finance in ensuring a smooth process and experience for Student Organizations seeking funding from ASUW
- Engage with Student Organizations for outreach, awareness, and education about ASUW services available to them

ASUW Student Government
Dept. 3625; Room 020, Wyoming Union
1000 E. University Avenue Laramie, WY
82071



Phone: 307.766.5204
Fax: 307.766.3762
asuwgov@uwyo.edu

- Serve as an institutional expert for knowledge of the ASUW Student Organization Finance Policy
- Plan monthly Student Organization Roundtables
- Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
- Serve as an ex-officio on University or Senate committees as determined by the ASUW President or the ASUW Vice President, respectively
- Email bi-weekly communications updates for the ASUW Senate to the Chief of Staff
- Participation in any mandatory ASUW orientation or onboarding meetings
- Attend ASUW Executive Staff meetings
- 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
- Fulfill other responsibilities as assigned

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Director of Student Organizations Application

This application should be used to apply for ASUW Executive Staff positions. Please submit applications as soon as possible, preferably before Sunday, July 21st, at 11:59 pm 2024.

Applications will be reviewed on a rolling basis, and interviews will be scheduled accordingly.

Any questions regarding the application and/or hiring process should be emailed to asuwpres@uwyo.edu

Name: _____ W#: _____

Phone Number: _____ Email Address: _____

Class Standing: _____ Major: _____

Cumulative GPA: _____ Hours Currently Enrolled in: _____

How many hours per week are you willing to serve: _____

Attach to this Application:

1. Resume
2. Cover Letter answering the following questions:
 - a. Why are you interested in the position and serving in the ASUW Student Government?
 - b. Please share your experience with student organizations.
 - c. What ideas do you have to help bring more student organizations in to utilize ASUW's resources?

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 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 email the answered questions, resume, and this application sheet to asuwpres@uwyo.edu