



JOB DESCRIPTION

Director of Finance

The ASUW Director of Finance serves as a member of the ASUW Executive Staff and reports to the ASUW President and the 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 hourly ASUW Executive Staff position. During the year (August through late April) for which they serve, the ASUW Director of Finance 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

- Studies or experience related to budgeting and finance
- Passion for financial transparency and stewardship
- Knowledgeable about Microsoft Excel and ledgers

General Responsibilities

The primary responsibility of the ASUW Director of Finance is to assist and collaborate with the ASUW Accountant/Executive Advisor on projects and tasks. As a member of the ASUW Executive Staff, the ASUW Director of Finance shall also:

- Always conduct oneself in a professional and respectable manner
- Publicly support the agenda and mission of the ASUW Student Government and Executive Branch
- Provide advice and researched opinions when necessary to the ASUW President and ASUW Vice President
- Report to and work with the Chief of Staff to accomplish finance objectives.
- Contribute to a positive atmosphere within ASUW through direct communication, interpersonal professionalism, and genuine relationships

Specific Responsibilities

- Work with ASUW Accountant to monitor expenditures, budgets, and endowments
- Serve as an ASUW Finance Policies and accounts expert for ASUW

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



Phone: 307.766.5204
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asuwgov@uwyo.edu

- Assist Student Organizations with expenditures of all funding granted through the ASUW Student Organization Funding Board (SOFB)
- Collaborate with the Director of Student Organizations in ensuring a smooth process and experience for Student Organizations seeking funding from ASUW
- Prepare the executive and Lupton Endowment budget requests under the direction of the ASUW President
- Serve on University budgetary committees and other ASUW committees as determined by the ASUW President
- Work with the ASUW Budget and Planning Committee and the ASUW Accountant to organize Special Projects funding and oversee the timely and appropriate implementation of funded projects
- Oversee and organize the usage of the Lupton Endowment for financial literacy events
- Assist ASUW-funded programs 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 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 Finance Application

This application should be used to apply for ASUW Executive Staff positions. Please submit applications as soon as possible, ideally 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. Answers to the following questions (maximum of \approx 250 words per question):
 - a. Why are you interested in the position and serving in the ASUW Student Government?
 - b. What are some ideas you have on ways the ASUW can promote financial literacy among University of Wyoming students?

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 ASUW Advisor to ensure that the ASUW Constitutional requirements are not violated. This release is 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