



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 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 academic year (August through Late April) for which they serve, the ASUW Director of Governmental and Community Affairs will receive \$13.00 per hour, 15 hours per week.

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

- Any previous experience with international, federal, state, or local government and community
- Excellent written, verbal, and interpersonal communication skills

General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Director of Community and Government Affairs 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

- Collaborate with the ASUW President on Laramie community and Wyoming State level initiatives
- Collaborate with the Director of Student Outreach to plan and run the 2024 Pokes Vote event
- Connect with non-profit organizations in the Laramie community to support student needs in conjunction with the Director of Wellness
- Work with the Alumni Association to assist with current initiatives to connect alumni with students
- Serve as an 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

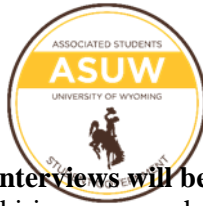


- Work with University of Wyoming Vice President of Governmental and Community Affairs throughout the fall semester and during the legislative session in the spring when applicable
- Report to the ASUW Senate on any city, state, or federal issues dealing with students
- Attend Laramie City Council meetings when necessary
- Coordinate an annual visit with state or local officials
- Facilitate and chair the High School and College Leadership Scholarships
- Provide communication and updates on neighboring state and local student governments to the ASUW President and 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

Director of Governmental and Community Affairs 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**

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

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 experience/background and/or knowledge, if any, do you have in government policy at the local, state, and community levels?
 - c. ^(a)What is a city, state, or federal issue dealing with students that you have recently seen or read in the news that you feel strongly about? ^(b)What is your stance on this issue? ^(c)What are some ideas you have that could resolve this issue allowing the best outcome for the greatest number of stakeholders involved?

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: _____

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