

ASUW Student Government
Phone: 307.766.5204
Dept. 3625; Room 020, Wyoming Union
Fax: 307.766.3762
1000 E. University Avenue Laramie, WY
82071

asuwgov@uwyo.edu

JOB DESCRIPTION

First-Year Senate Advisor

The ASUW First-Year Senate Advisor serves as an advisor to the ASUW First-Year Senate and reports to the ASUW Project Coordinator. The primary role of this position is to ensure that First-Year Senators are properly equipped to represent their fellow first-year students through training, relationship building, and advocacy. This is a paid ASUW position with compensation determined by the ASUW Senate. During the last 3 weeks of the summer, the position is budgeted for \$12.00 per hour, 4 hours per week. During the academic year (August through April) for which they serve, the ASUW First-Year Senate Advisor will receive \$12.00 per hour, 7 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

- Previous experience with parliamentary procedure and legislative workings
- Excellent interpersonal skills
- Long term programmatic development abilities

General Responsibilities

As a member of the ASUW staff, the ASUW First-Year Senate Advisor shall:

- Work on Initiatives within ASUW and On Campus
- Work with Other Members of the full ASUW Senate to liaise with First-Year Senators
- Follow/Instruct First-Year Senators on Roberts Rules of Order for Parliamentary Procedures
- Conduct oneself in a professional and respectable manner at all times
- Publicly support the agenda and mission of the ASUW Student Government and Executive Branch

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Specific Responsibilities

- Attend First-Year Senate Meetings
- Attend full ASUW Senate Meetings as needed/required.
- Attend one diversity workshop hosted by the Professional Staff
- Attend one sexual misconduct prevention and awareness training
- First-Year Senate Advisor must maintain good academic status.
- First-Year Senate Advisor must pay the ASUW Student Fee.
- First-Year Senate Advisor must maintain student enrollment at the University of Wyoming for the duration of their service
- Fulfill other responsibilities as assigned

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ASUW First-Year Senate Advisor 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. Have you ever served in the ASUW Student Government before?
 - b. Why are you interested in the position and serving in the ASUW Student Government?
 - c. What experience/background and/or knowledge, if any, do you have in managing or leading a group of people?

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

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