**JOB DESCRIPTION**

***Director of Diversity and Inclusion***

The ASUW Director of Diversity 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 compensation determined by the ASUW Senate. During the academic year (August through May) for which they serve, the ASUW Director of Diversity will receive $11.00 per hour, 20 hours per week, 4 weeks per month, for 8 months, as established with the ASUW President and Vice President. 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.

# Desired Qualifications

* Enthusiasm for service and advocacy with students of marginalized identities.
* Excellent written, verbal, and interpersonal communication skills.

# General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Director of Diversity and Inclusion will:

* Meet with the ASUW Chief of Staff weekly to discuss and report on projects and goals as well as meet when requested with the ASUW President.
* Regularly attend ASUW Senate Meetings, at the discretion of the ASUW President and Vice President (or designee), and provide a weekly report for those meetings for the benefit of the Senate.
* Attend weekly ASUW Executive Staff meetings as well as the mandatory ASUW Executive Retreat and other ASUW Student Government Retreats.
* Provide advice and researched opinions when necessary to the ASUW President and Vice President on issues of student issues and/or university policies.
* Always conduct oneself in a professional and respectable manner while publicly supporting the agenda and mission of the ASUW Student Government.
* Work towards the goals and platforms outlined in the [ASUW 2022-2025 Strategic Plan](http://www.uwyo.edu/asuw/strategic-plans/).

# Specific Responsibilities

* Meet with advisors from Multicultural Affairs on a weekly basis or as necessary.
* Serve as the primary ASUW liaison on the United Multicultural Council, attending all of their meetings when invited, supporting their goals through ASUW legislation and policy, as well as working to collaborate on shared areas of work. Meet weekly with leaders of United Multicultural Council to ensure cohesion between work.
* Work with diverse, multicultural, and underrepresented student organizations and communities across campus representing ASUW.
* Work to advocate alongside underrepresented students on campus and ensure that ASUW takes an active stance collaborating with those groups. These students include, but are not necessarily limited to:
  + Students of underrepresented or marginalized race or ethnicity
  + Students of underrepresented or marginalized religious beliefs or creed
  + Students of international origin or background
  + Students of underrepresented sexual orientation or underrepresented gender identification
  + Any other group of students who may be underrepresented, or encounter unique difficulties due to their status, identity, or disability.
* Work towards goals outlined in the ASUW 2022-2025 Strategic Plan as well as other DEI initiatives outlined in ASUW resolutions and the United Multicultural Council.
* Work to further cooperate with UW’s new “Restorative Justice” Program with the ASUW Director of Wellness.
* Work with the Office of Disability Support Services, to foster a relationship of collaboration with this unit on campus.
* Collaborate with Multicultural Affairs and the United Multicultural Council to create programming for the Shepard Symposium for Social Justice and other advocacy events during the administration.
* Work with the ASUW Director of Student Organizations to develop engaging content relevant to ASUW finances, resources, marketing, legislation, and other topics as relevant.
* Develop positive professional relationships with relevant multicultural student organizations to assist them with their development, advocacy work, and programming.
* Work with the UW Office of Diversity and Inclusion, serving on university committees or working groups when necessary.
* Work with the UW Campus Climate Survey to help develop questions related to diversity and inclusion.
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President.
* Fulfill other responsibilities as assigned.

*Any questions regarding the job description, application, and/or hiring process should be emailed to* [*asuwexc2@uwyo.edu*](mailto:asuwexc2@uwyo.edu) *or* [*asuwpres@uwyo.edu*](mailto:asuwpres@uwyo.edu)*.*

This application should be used to apply for ASUW Executive Staff positions. Please submit applications before or on **Friday, July 8th at 11:59pm**. Any questions regarding the application and/or hiring process should be emailed to [asuwpres@uwyo.edu](mailto:asuwpres@uwyo.edu) or [asuwexc2@uwyo.edu](mailto:asuwexc2@uwyo.edu).

Name: W#:

Phone: Email Address:

Class Standing: Major:

Cumulative GPA: Credit Hours for Fall 2022:

Attach to this Application:

1. Resume

2. Cover Letter Addressing the Following Prompts:

* 1. Why you are interested in the position you’re applying for and ASUW Student Government.
  2. Specific experience or education that qualifies you for your position of interest.
  3. Your knowledge about ASUW Student Government, and what we could do to better represent students and create change on campus in your opinion.
  4. Specific ideas that you have for this position in the ASUW 110th Administration.
  5. Any other information or ideas you would like to convey in your application.

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 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 Resume, Cover Letter, and this Application Sheet electronically to** [**asuwpres@uwyo.edu**](mailto:asuwpres@uwyo.edu)