**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. 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 May) for which they serve, the ASUW Director of Finance 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

* Previous experience with ASUW in any capacity, including work with ASUW as a student organization or campus leader.
* Excellent written, verbal, and interpersonal communication skills

**General Responsibilities**

As a member of the ASUW Executive Staff, the ASUW Director of Finance 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

* Lead initiatives which educate students about the use of their student fee dollars and the events, services, and work which ASUW undertakes.
* Represent ASUW and all students on the UW Budget Reduction Committee as well as any other university committees focused on financial accountability, transparency, and stewardship as appointed by the ASUW President.
* Serve on the ASUW Student Fee Standing Committee as ex-officio, working in collaboration with the ASUW Vice President and ASUW Senators.
* Serve as a resource on the ASUW finance policies and accounts, working closely with the ASUW Accountant on understanding these working documents.
* Work with the ASUW Director of Student Organizations to sit on the Student Organization Funding Board and review budget requests.
* Meet with student organization leaders to spend ASUW funds and debrief on their event/conference budgets in coordination with the ASUW Accountant and Director of Student Organizations.
* Develop programming for the “ASUW Financial Wellness Week”, including daily interactive events open to all students, working with a budget and have the ability to decide the programming and events working with both the ASUW Budget and Planning Committee as well as the ASUW Outreach, Planning, and Elections Committee.
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President
* Work closely with the ASUW Accountant to monitor expenditures, budgets, and endowments.
* 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 applied for both by student organizations and students.
* Work with other ASUW executives and senators to explain funding processes and endowments for projects or legislation.
* Prepare the executive budget requests under the direction of the ASUW President.
* Provide finance reports, as necessary, to the ASUW Executive Staff, the ASUW Senate, and ASUW funded programs.
* Assist ASUW-funded programs and strategic partners in preparing their annual budget requests as needed alongside the ASUW Accountant.
* 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)