**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. 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 monthly compensation determined by the ASUW Senate. During the academic year (August through May) for which they serve, the ASUW Director of Governmental and Community Affairs will receive $11.00 per hour, 20 hours per week, 4 weeks per month, for 8 months, as established by 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.
* Any previous experience with local or state government in campaign, advocacy, or internship work or an interest in these fields.
* Excellent written, verbal, and interpersonal communication skills.

**General Responsibilities**

As a member of the ASUW Executive Staff, the ASUW Director of Governmental and Community Affairs 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 electronic 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**

* Serve as the 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 and be able to advise and assist in these policies.
* Serve as a resource to both the ASUW President and Vice President, and assist the Chief of Legislative Affairs to the ASUW Senate with researching and writing legislation when areas of interest or work overlap.
* Meet every other week with the ASUW President to communicate policies and local politics with the Laramie City Council and State Government.
* Work with UW Vice President of Governmental and Community Affairs throughout the administration to coordinate UW and ASUW state advocacy and lobbying.
* Report to the ASUW Senate on any city, state, or federal issues which impact students.
* Attend the Laramie City Council Meetings three times a month, working to collaborate with the councillors on shared areas of interest and voicing student concerns when relevant.
* Attend Senate on a monthly basis (determining which City Council meeting to not attend for the month) and provide a report from Laramie City Council meetings, happenings with the state government, and any other items that are relevant to ASUW.
* Closely collaborate with the ASUW President on Laramie community initiatives and initiatives at the Wyoming state level, working to coordinate advocacy work.
* Coordinate events with local, state, and federal representatives:
	+ Dinner with the University of Wyoming President
	+ Dinner with the Governor of Wyoming
	+ Visits from members of the Federal Wyoming Delegation (we were able to coordinate a visit from Representative Cheney last year, and would like to have a Senator visit as well this administration)
	+ Annual joint meeting and ASUW presentation with the Laramie City Council
	+ State of Wyoming Capitol Tour Trip – informative/educational in the Fall
	+ State of Wyoming Legislative Session Trip – working with UW Governmental Affairs and other organizations to advocate on key issues during Spring legislative session
	+ Community College Engagement
* During years of local, state, and/or federal elections, coordinate the ASUW efforts to promote the election with “Pokes Vote” with the SLCE Office.
* Chair the ASUW High School and College Leadership Scholarship Committees, awarding $20,000 in scholarships to students.
* Assist in outreach and collaboration with ASUW’s program, Student Legal Services, on areas of shared interest such as Landlord-Tenant Rights.
* Work with organizations and groups across campus to communicate and collaborate on areas of shared interest.
* 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* *or* *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 or 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**