**JOB DESCRIPTION**

***Director of Wellness***

The ASUW Director of Wellness 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 Wellness will receive $11.00 per hour, 20 hours per week, 4 weeks per month, for 8 months. 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 and knowledge of student resources related to wellness on campus in any capacity.
* Knowledge and expertise in areas of wellness from coursework, extracurriculars, or other experiences.
* Excellent written, verbal, and interpersonal communication skills

**General Responsibilities**

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

* Attend UW Student Wellness Advisory Board (SWAB) meetings as an ex-officio member.
* Serve as the co-chair of the ASUW Safety and Wellness Committee with the ASUW Director of Sustainability.
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President including:
  + ASUW Wellness & Safety Special Committee
  + ASUW Advocacy, Diversity, and Policy (ADP) Committee
* Attend UW No More – Sexual Misconduct Task Force Meetings as an ASUW representative and/or coordinate other projects on the topic.
* Work to further cooperate with UW’s new “Restorative Justice” Program with the ASUW Director of Diversity and Inclusion.
* Develop programming for the “ASUW Mental Health Week” in the spring semester, including daily interactive events open to all students, working with a budget and have the ability to decide the programming and events working with the ASUW Safety & Wellness Committee.
* Hold a leadership role and participate in the ASUW Food Insecurity Task Force.
* Attend A-TEAM taskforce meetings on campus to represent student concerns and opinions.
* Meet with stakeholders in wellness across the community including Green Dot, SAFE Project, and other organizations as deemed necessary.
* Explore opportunities and funding for a free clothing closet on campus providing business professional clothing for students.
* Work with the UW Campus Climate Survey to help develop questions related to wellness on campus.
* Work to collaborate with FSL Communities on campus, including College Panhellenic and Interfraternity Council, to expand anti-hazing education and programming as well as further sexual harassment/assault prevention education and partner on other areas of shared interest.
* Coordinate wellness efforts of ASUW with the Dean of Students, Wellness Center, and other university structures on campus.
* Help to manage ASUW special projects including the disbursement and installation of dispensers for menstrual products, safer sex supplies, and the ASUWs products for preventing drugged drinks including “night caps” and “cup condoms”.
* Work with the ASUW Chief of Staff and Chief of Legislative Affairs to develop self-care and time management programming for ASUW student employees and ASUW professional staff.
* Coordinate with the Director of Marketing to create awareness campaigns of student resources on campus related to wellness and student resources.
* 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)