**JOB DESCRIPTION**

***Chief of Legislative Affairs***

The ASUW Chief of Legislative Affairs serves as a member of the ASUW Executive Staff and reports to the ASUW Vice President. This position is appointed by the ASUW Vice President, with the advice and consent of the President and approval by the ASUW Senate. The primary role of this position is to serve as the primary assistant to the ASUW Vice President. This is a paid ASUW Executive Staff position. During the academic year (August through May) for which they serve, the ASUW Chief of Legislative Affairs will receive $10.50 per hour, 20 hours per week. 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 of 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 (typically a 2.0), and maintain that minimum throughout the term of employment.

# Desired Qualifications

* Previous experience with ASUW in any capacity.
* Previous experience with parliamentary procedure and legislative workings.
* Strong written and verbal communication skills.
* Detail-oriented and meticulous.

# General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Chief of Legislative Affairs shall:

* Meet individually with the ASUW Vice President weekly to discuss and report on projects and goals.
* Attend ASUW Senate Meetings, to assist in taking meeting minutes and provide a weekly electronic report for those meetings for the benefit of Senate.
* Attend ASUW Executive Staff meetings.
* Participate in the mandatory ASUW Executive retreat.
* Participate in ASUW Student Government retreats.
* Conduct oneself in a professional and respectable manner.
* Publicly support the agenda and mission of the ASUW Student Government and Executive Branch.

**Specific Responsibilities**

* Serve as the ASUW policy expert by becoming familiar with the governance and procedure of the ASUW Student Government.
* Serve as one of the four members of the Executive Branch’s leadership, in conjunction with the ASUW President, the ASUW Vice President, and the Chief of Staff.
* Serve as a resource to the ASUW Senate with researching and writing legislation.
* Serve as a resource to ASUW regarding working documents and procedures.
* In accordance with Senate Bill #2055, advertise an abbreviated ASUW Senate agenda in *The Branding Iron.*
* In accordance with Senate Bill #2191, create and submit advertisements for future pieces of legislation.
* Assist the ASUW Business Office staff in coordinating and overseeing ASUW Scholarships (see Senate Bills # 2041, #1961, #1960, and #2511)
* Draft agendas and minutes for ASUW Senate meetings.
* Update, maintain, and revise ASUW working documents and the website according to passed legislation.
* Edit ASUW Senate Bills and Resolutions in coordination with the Steering Committee.
* Serve as an ex-officio on Senate committees as determined by the ASUW Vice President.
* Attend and report on the operations of committees as determined by the ASUW Vice President.
* Fulfill other responsibilities as assigned.

Chief of Legislative Affairs Application

This application should be used to apply for ASUW Executive Staff positions. Please submit applications before Friday, May 28th. Applications will be accepted after May 28th until the position is filled. Any questions regarding the application and/or hiring process should be emailed to [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu).

Name: W#:

Phone: Email Address:

Class Standing: Major:

Cumulative GPA: Hours Currently Enrolled in:

Attach to this Application:

1. A cover letter that details the following.

a. Why you are interested in the position.

b. Specific experience or education that qualifies you for the particular position.

c. Specific ideas that you for this position in the 2021-2022 school year.

d. Any other special abilities which may be beneficial to ASUW Student Government.

2. Resume

3. Two references. They do not need to provide a letter of recommendation, only to speak to your skills when contacted.

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 a Cover Letter, Resume and this application sheet electronically to [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu).