JOB DESCRIPTION

*Chief of Staff*

The ASUW Chief of Staff 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. The primary role of this position is to serve as the primary assistant to the ASUW President. This is a paid ASUW Executive Staff position with monthly compensation determined by the ASUW Senate. During the year (June through April) for which they serve, the ASUW Chief of Staff will receive $10.50 per hour, 20 hours per week, 4 weeks per month for 12 months. The current administration expects the Chief of Staff be able to work at least 10 hours a week during the summer. 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. The student must take at least 6 credit hours per semester.
* 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. For most majors, this is a 2.0.
* Experience in managing a team of individuals in any capacity.
* Experience in team leadership.

# Desired Qualifications

* Excellent written, verbal, and interpersonal communication skills.
* Strong leadership and multi-tasking skills.
* Previous experience with ASUW Student Government in any capacity.

# General Responsibilities

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

* Meet individually with the ASUW President weekly to discuss and report on projects and goals.
* Meet bi-weekly with the ASUW President and Vice President to report on the operations of the ASUW office.
* Regularly attend weekly ASUW Senate meetings.
* Coordinate and lead ASUW Executive Staff meetings.
* Participate in ASUW Student Government retreats.
* Collaborate with the ASUW President and Vice President on advancing their platforms.
* Regularly provide advice, input, and researched opinions to the ASUW President and Vice President.
* Advise and assist Executive Staff with initiatives and responsibilities.
* Conduct oneself in a professional and respectable manner.
* Publicly support the agenda and mission of the ASUW Student Government and Executive Branch.

# Specific Responsibilities

* Manage and supervise the day-to-day activities of the ASUW Executive Staff.
  + Provide assistance and direction on projects.
  + Ensure the timely completion of projects.
  + Collect and track weekly reports from the Executive Staff.
  + Meet at least bi-weekly with every member of the Executive Staff.
* 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 Legislative Affairs.
* Maintain the professional atmosphere of the ASUW Office.
* As requested, attend meetings as an ASUW representative for the ASUW President and/or Vice President, if both are unable to attend.
* Maintain weekly communication with full-time ASUW professional staff members, including the ASUW advisor.
* Coordinate annual Reception with the University of Wyoming Board of Trustees.
* Plan and organize Executive Staff Retreats (1 per semester) and ASUW end-of-the-year celebration.
* Collaborate with the Senate on Student Outreach Week, Homecoming, and Elections at any capacity.
* Serve on special committees at the request of the ASUW President and Vice President.
* Report on the organizational effectiveness, goal determination, and strategic planning of the ASUW Executive Branch on a weekly basis to the ASUW President.
* At the end of each semester, coordinate a self-evaluation and anonymous feedback form that the members of ASUW executive leadership can go over to evaluate efficacy of the exec team.
* Fulfill other responsibilities as assigned.

Chief of Staff Application

This application should be used to apply for ASUW Executive Staff positions. Please submit applications before or on Friday, April 30th. Any questions regarding the application and/or hiring process should be emailed to [hswillin@uwyo.edu](mailto:hswillin@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).