|  |
| --- |
| **JOB DESCRIPTION**  ***First-Year Senate Student Advisor*** |

The ASUW First-Year Senate Advisor serves as a member of ASUW Student Government and reports to the ASUW Vice President or designee. This position is appointed by the ASUW President and Vice President with the consent of the ASUW Senate. During the academic year for which they serve, the First-Year Senate Advisor will receive $375.00 per semester in this position. The position is not to exceed 5 hours a week with the exception of weeks where the Freshman Senate is being selected and trained.

**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, and maintain that minimum throughout the term of employment

**Desired Qualifications**

* Excellent written, verbal, and interpersonal communication skills
* Strong planning and organizational skills
* Previous experience with ASUW
* Previous experience as a First-Year Senator

**Specific Responsibilities:**

1. Serves as a resource on ASUW working documents and procedures
2. Attend weekly First-Year Senate meetings to provide advising consistency and support pertaining to Parliamentary Procedures, legislation, ASUW working documents, and other logistics.
3. Attend all First-Year Senate committee meetings (2/week) on a rotating basis to provide support and information pertaining to legislation, programming details, University resources, and First-Year Senate procedures.
4. Be available via email and in person to First-Year Senators to mentor them in their ASUW First-Year Senate experience. Will hold an office hour in the ASUW Conference Room once a week.
5. Meet monthly, or more if necessary, with the ASUW Project Coordinator to gain continual advisor training.
6. Receive introductory advisor training from ASUW Project Coordinator prior to first First-Year Senate meeting on 9/18.
7. Attend and help ASUW Project Coordinator facilitate and First-Year Senate retreat on Sunday 9/16.
8. If available, assist in the recruitment (Washakie tabling) and selection (interviews and collaborative decision meeting) of the FY19 First-Year Senate.
9. Fulfills other responsibilities as assigned.

**Student Government Application**

This application should be used to apply for ASUW Student Government positions. Please submit applications before September 15th at 5pm. Applications will be accepted after September 15th until position is filled. Any questions regarding the application and/or hiring process should be directed to James Wheeler at [jwheele9@uwyo.edu](mailto:jwheele9@uwyo.edu).

**Name:**  **W#:**

**Phone:** **Email Address:**

**Student Government Position of Interest:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Standing:** **Major:**

**Cumulative GPA:** **Hours Currently Enrolled in:**

**Attach to this Application:**

1. Cover Letter
   1. Why you are interested in the position
   2. Specific experience or education that qualifies you for the particular position
   3. Specific ideas that you have to improve this position in 2018-2019
   4. Any other special abilities which may be beneficial to ASUW Student Government
2. Resume
3. References

**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 to the Assistant Dean of Students as 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 submit Cover Letter, Resume and this application sheet electronically to** [**asuwgov@uwyo.edu**](mailto:asuwgov@uwyo.edu) **.**