OFFICE OF THE PRESIDENT

**Position:** Deputy Chief of Staff  
**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** 15 hours/week @ $9.09

**Position:**  
Assist the President and Chief of Staff with internal and external duties.  
Manage university board and committee applications and write progress reports.  
Attend administrative meetings in conjunction with the President and Chief of Staff, or in their absence.  
Support ASUNM student agency events and initiatives.

**Position:** Deputy Director of Communication  
**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** Semesterly stipend in the amount of $250

**Position:**  
Assist the Director of Communication with matters relating to ASUNM’s social media.  
Help create and promote press releases from the Office of the President and student service agencies.  
Help with other tasks deemed appropriate by the President and the Director of Communication.

**Position:** Director of Diversity, Equity, and Inclusion  
**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** Semesterly stipend in the amount of TBD

**Position:**  
Providing guidance to the Executive, Judicial, and Legislative branches on inclusivity initiatives, innovations, and representation.  
Working with the Division of Equity and Inclusion and UNM Resource and Ethnic Centers to ensure ASUNM events, scholarships, correspondence, and governing documents are inclusive to all students.  
Regularly reporting to and attending, Joint Council meetings.  
Arranging regular training opportunities in diverse subject matter for employees and elected members of ASUNM.
STUDENT SERVICE AGENCIES

Position: Executive Director, Governmental Affairs
Expected Start Date: July 13, 2020
Expected End Date: May 15, 2021
Compensation: 20 hours/week @ $9.60

Position:
ASUNM Governmental Affairs presents proposed legislation and the viewpoints of the student body on matters that affect students before the New Mexico Legislature and other such bodies outside of UNM.

Each year, this agency coordinates UNM Day at the State Legislature during the regular session every January. During UNM Day, ASUNM leaders and students from all over campus take the Rail Runner to Santa Fe and show Lobo pride. Most importantly, members of the Governmental Affairs agency lobby legislators on issues that affect undergraduate students. These issues range from the New Mexico Legislative Lottery Scholarship to special requests for capital outlay funding on campus.

Position: Executive Director, Lobo Spirit
Expected Start Date: July 13, 2020
Expected End Date: May 15, 2021
Compensation: 20 hours/week @ $9.60

Position:
ASUNM Lobo Spirit oversees promoting events that bolster school spirit. The Executive Director helps organize events such as Red Rally, Homecoming and Lobo Day.

Red Rally is the annual bonfire and pep rally for the football game versus NMSU. It includes the construction of a 25-foot-tall Aggie, that is put on a stake and burned to the ground!

Homecoming is UNM's traditional celebration during the fall to celebrate UNM and the return of Alumni. Several student events will take place throughout the week.

The annual celebration of UNM's birthday takes place around February 28th in the SUB Atrium. It includes cutting a birthday cake and taking a Lobo Day photo that hangs by Chick-fil-a in the SUB all year long.

Position: Executive Director, Student Special Events
Expected Start Date: July 13, 2020
Expected End Date: May 15, 2021
Compensation: 20 hours/week @ $9.60

Position:
ASUNM Student Special Events (SSE) oversees large-scale campus events ranging from comedy speakers to cultural events to music festivals.

The Executive Director, in conjunction with their team, will work closely with other campus entities to create events that highlight student life and offer a fun break from classes.

This position involves contacting top talent agencies and artists.

This position is perfect for anyone looking to create a fun and unique experience for students at UNM and for anyone looking to get into the producing industry.

**Position:** Executive Director, Emerging Lobo Leaders  
**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** 20 hours/week @ $9.60

**Position:**  
ASUNM Emerging Lobo Leaders (ELL) is a semester-long program that aims to provide undergraduate students with experience and involvement in ASUNM's Executive Branch, Senate and Student Service Agencies. The students that are accepted into the program are able to work with difference areas of ASUNM and develop relationships that become an integral part of their college experience.

The Executive Director is responsible for selecting students from a pool of applicants to be admitted into the program.

This position involves creating content and developing partnerships with other campus partners.

The Executive Director is also in charge of running weekly ELL meetings.

**Position:** Executive Director, Southwest Film Center  
**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** 20 hours/week @ $9.60

**Position:**  
The ASUNM Southwest Film Center (SWFC) is dedicated to bringing UNM students the best in arthouse, experimental, foreign, cult and independent cinema.

The Executive Director works closely with the Film department and the ABQ film community to establish partnerships and showcase student films.

This position involves organizing the annual Cherry Reel Film Festival where students can showcase their films.
**Position:** Executive Director, Elections Commission

**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** 10 hours/week @ $9.60

ASUNM Elections Commission’s purpose is to ensure that elections run in a fair manner. The Elections Commission is responsible for the Homecoming Election, the Fall Senatorial election and the Spring Presidential/Senatorial election for ASUNM offices. The Executive Director is tasked with creating and promoting election packets. This position involves fostering relations with other areas of campus to increase voter turnout.

**Position:** Executive Director, Community Experience

**Expected Start Date:** July 13, 2020  
**Expected End Date:** May 15, 2021  
**Compensation:** 20 hours/week @ $9.60

ASUNM Community Experience (CE) is in charge of community-related projects around UNM and Albuquerque.

The Executive Director oversees planning traditional events like Fall Frenzy and Spring Storm, while also creating new and unique events.

Fall Frenzy is organized to beautify UNM's campus each year before Homecoming Week. Hundreds of volunteers will spread out across campus to rake leaves, pull weeds, plant flowers and trees, lay mulch, and more! Afterwards, volunteers gather for a celebration luncheon and picnic with free food, games, and prizes.

Spring Storm engages countless students, staff, and faculty from UNM to participate in a one-day service project. This event offers a fun way of giving back to Albuquerque through a massive volunteer force.

CE also hosts other events throughout the semester such as the Giving Tree, blood drives, etc.
Position: Legislative Coordinator  
Expected Start Date: July 27, 2020  
Expected End Date: May 15, 2021  
Compensation: 15 hours/week @ $9.09  
Position:  
Taking minutes at the Steering and Rules committee meetings.  
Updating legislation during the senate meetings.  
Updating and formatting documents to be sent out from ASUNM.  
Working with the Director of Communications to publish senate related content to the ASUNM website.

Position: Senate Clerk  
Expected Start Date: July 27, 2020  
Expected End Date: May 15, 2021  
Compensation: 15 hours/week @ $9.09  
Position:  
Taking minutes at the Finance committee meetings and full Senate meetings.  
Updating and formatting documents to be sent out from ASUNM.  
Working with the Director of Communications to publish senate related content to the ASUNM website.