**Legislative Director Job Posting**

**Hiring Department**

Associated Students of the University of Missouri (ASUM) Central Office

**The Associated Students of the University of Missouri (ASUM) is accepting applications for 2025-2026 Legislative Directors.** Two applicants will be hired to share the responsibilities listed below. ASUM is a student lobbying organization funded and operated by students. Founded in 1975, ASUM represents the interests of University of Missouri System students to lawmakers in Jefferson City and UM System administrators.

The mission/purpose of ASUM is to:

* Educate students about the political process.
* Increase political awareness, concern, and participation among students.
* Provide the public with information concerning student interests.
* Channel student energy and interest in the governmental process.

Applications for the position are due to the ASUM Central Office via email on **Wednesday, April 17th, 2024**. Interviews will be conducted between **April 18th– and April 19th**, with the final decision to be made by **April 19th**. The students chosen to be Legislative Directors will be compensated from July 1st, 2024, to May 31st, 2025.

For questions about the application or responsibilities of the position, please contact the current Executive Director, Bailey Martin, at [baileymartin@mail.missouri.edu](mailto:baileymartin@mail.missouri.edu).

**Important Dates**

* Wednesday, April 17th – Application Due at 11:59 pm to [baileymartin@mail.missouri.edu](mailto:baileymartin@mail.missouri.edu)
* Thursday, April 18th – Friday, April 19th - Interviews will be conducted via Zoom.
* Friday, April 19th – New Legislative Directors will be announced.

**Description**

The Legislative Directors will work together at the direction of the Executive Director and ASUM Board of Directors to develop and promote ASUM’s legislative platform at the Missouri State Capitol and across the four UM System Universities. The Legislative Directors will lead the 2025 Legislative Internship Program. This position requires a self-motivated, innovative individual who enjoys ever-changing collaborative work. *Responsibilities for this position will officially begin July 1, 2024.*

**Duties and Responsibilities of the Legislative Director**

*Basic Responsibilities*

Uphold the ASUM Legislative Director Terms of Agreement.

* Always maintain professionalism, protecting the respected name of ASUM.
* Attend all board meetings.
* Attend weekly meetings with the other Legislative Director and Executive Director to ensure consistency and coordination in leading the internship program.
* Coordinate with campus faculty, internship advisors, student governments, and ASUM campus presidents when appropriate and in a timely manner.
* Assume any other duties as the Executive Director and ASUM Board of Directors may delegate.

*Legislative Platform*

* Conduct thorough research to develop ASUM’s official legislative platform.
* Create educational materials on the legislative platform to share with students.

*Internship Program*

* In collaboration with the Executive Director and other Legislative Director, organize interns’ legislative assignments.
* Ensure all interns fulfill their responsibilities and uphold the ASUM Legislative Internship Terms of Agreement.
* Maintain the list of bills of interest.
* Assist in writing a Legislative Update for the weekly newsletter.
* Help plan Student Advocacy Day and Student Leader Lobby Day.

**Compensation**

**Each Legislative Director will be compensated a total of $9,000 in monthly installments from July 1st, 2024, to May 31st, 2025.** They will receive monthly reimbursement for all ASUM-related travel, including their required travel to Jefferson City twice a week during the 2025 Legislative Session.

**Hours**

Legislative Directors are expected to work on average 15-20 hours/week. Some evening and weekend responsibilities may be required. Travel to Jefferson City each Tuesday & Thursday of the spring semester is also required, travel costs will be reimbursed.

**Minimum Qualifications**

Must be a current, full-time student in good standing at one of the four University of Missouri System universities with plans to continue as a student within the System from July 1st, 2024, to May 1st, 2025. Please review the following minimum qualifications and expectations of all applicants:

* **Enrollment status:**You must be currently enrolled full-time at a University of Missouri System university (MU, UMKC, S&T, or UMSL). This includes the Fall 2025 and Spring 2026. You are not required to be enrolled during summer semesters.
* **Background check:**ASUM will request a background check for all applicants. Hire status is always conditional upon successful verification.
* **Academics:**As a student leader, it is important to continue to demonstrate a commitment to your studies and academic excellence. Students are required to be in good academic standing consistent with MU, UMKC, S&T, or UMSL policies. If you are unclear as to your current academic standing, please communicate with your academic advisor.
* **Student conduct:** As a student leader, it is important to demonstrate the ability to abide by university regulations and state and federal laws. You must maintain a clear student conduct record for the duration of your employment as ASUM Executive Director.

**Information about the Associated Students of the University of Missouri**

ASUM is a nonpartisan, student-led organization serving all students of the University of Missouri System (UM System). The purpose of ASUM is to educate students about the governmental decision-making process; to increase student civic awareness, concern, and participation; to provide the public with information concerning student interests; and, to channel student energy and interest in the governmental decision-making process.

For more information, view our current [website](https://www.umsystem.edu/ums/aa/asum) and [social media](https://twitter.com/UM_ASUM) or email our current Executive Director, Bailey Martin at [baileymartin@mail.missouri.edu](mailto:baileymartin@mail.missouri.edu).

**ASUM Legislative Director Application**

***for the 2024 – 2025 academic year***

**Name:**

**Year:**

**How many more years do you expect to be at a University of Missouri institution** *(If next year is the last year, the answer is 1.)***:**

**Phone number:**

**University email:**

**Local address:**

**Applicants must submit:**

1. A resume or curriculum vitae
2. A cover letter (1 page) that addresses each of the following questions:
3. Please describe any distinguishing characteristics that make you uniquely qualified for this position, including any prior leadership experience. Also, describe areas in which you believe you have room for improvement.
4. How will you promote excellence in the Internship Program?
5. Thoroughly describe all outside commitments (work, classes, campus organizations) you will have during the summer and throughout the next academic year.
6. A policy proposal (1 page)
7. Walk us through a policy proposal or a specific piece of legislation that you are passionate about and believe ASUM should incorporate into our platform. How would this benefit students?

**Please put all required material into one pdf document for submission.**

Applications are due via email at [baileymartin@mail.missouri.edu](mailto:baileymartin@mail.missouri.edu) by Wednesday, April 17, 2024, at 11:59 PM. If you have any questions, please contact Executive Director Bailey Martin at [baileymartin@mail.missouri.edu](mailto:baileymartin@mail.missouri.edu).