



## UCGPC Appointed Officer Call for Applications

Title:	Director of Legislative Affairs
Term Duration:	Sept 11, 2021 to June 30, 2022
Compensation:	\$200.00/mo. (\$2,000.00 total), travel reimbursed.
Estimated Workload:	Approximately 5-10 hours per week, may vary.
Requirements:	<ul style="list-style-type: none"><li>- Must be an enrolled student at a UC graduate or professional degree program for entire term.</li></ul>
Recommended Prior Experience:	<ul style="list-style-type: none"><li>- Engagement with the CA or US Congress legislative process and calendar.</li><li>- Tracking and analyzing state or federal legislative bills.</li><li>- Collaborations with Government Relations departments (campus GR, UCOP SGR, UCDC, etc.).</li><li>- Engagement with elected officials and their staff, especially scheduling meetings.</li><li>- Familiarity with legislation tracking websites or databases.</li></ul>
Recommended Skills:	<ul style="list-style-type: none"><li>- Formulating and implementing targeted legislative strategy.</li><li>- Developing policy positions with input from a variety of sources.</li><li>- Monitoring current legislative and political events.</li><li>- Excellent information organization, time management, and communication skills.</li><li>- Writing white papers and internal policy documents.</li></ul>
Duties and Responsibilities: <a href="#">UCGPC Bylaws</a> §2.3	<ol style="list-style-type: none"><li>1. Oversee the establishment and implementation of the Legislative Affairs policy agenda.</li><li>2. Provide updates and recommendations to the Council on legislative developments.</li><li>3. Hold regular meetings with appropriate staff in order to advance the legislative agenda.</li><li>4. Liaise with the California legislature and relevant policy makers to promote the Council's agenda.</li><li>5. Attend all board meetings, retreats, and conferences.</li><li>6. Reports to the UCGPC President.</li></ol>