



## UCGPC Appointed Officer Call for Applications

Title:	University Relations Director
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 a UC campus-based graduate and/or professional student government.</li><li>- Engagement with persons and groups at the UC system-wide level.</li><li>- Knowledge of the UC governmental structures and the relationships between the different structures.</li><li>- Recruiting students for open representative positions.</li><li>- Management of independently working individuals.</li></ul>
Recommended Skills:	<ul style="list-style-type: none"><li>- Developing policy positions with input from a variety of sources.</li><li>- Time management and managing groups of various sizes.</li><li>- Networking.</li><li>- Excellence in writing and in preparing digestible summary reports.</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 UC Governance policy agenda.</li><li>2. Develop positions regarding university policy, programs and actions.</li><li>3. Update Council on developments from the Academic Senate and UCOP.</li><li>4. Coordinate graduate and professional student appointments to and activity on system-wide committees.</li><li>5. Liaise with the Office of the President and Board of Regents to promote the Council's agenda.</li><li>6. Attend all UCGPC Board meetings, retreats, and conferences.</li><li>7. Report to the UCGPC President.</li></ol>