The mission of the Graduate Assembly is to improve the lives of University of California, Berkeley graduate students and to foster a vibrant, inclusive graduate student community.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Director, Local Affairs (GA External Affairs)</th>
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<tbody>
<tr>
<td>RATE/HOURS:</td>
<td>Yearly Stipend of $4,000</td>
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<td>TIMELINE:</td>
<td>August 10, 2015 – June 30, 2016 (with one month of furlough)</td>
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Updated: July 28, 2015

OVERVIEW

The primary role of the Local Affairs Director is to be the main coordinator and contact point for Bay Area community organizations and campus-based groups to engage in advocacy and progressive activism in association with the Graduate Assembly. The Local Affairs Director will work closely with the External Affairs Vice President (EAVP) to execute on-campus campaigns as determined by the University of California Students Association (UCSA), and to carry out the objectives of the Advocacy Agenda set by the UC Berkeley Graduate Assembly Delegates.

Travel: All travel expenses related to this position are covered by reimbursement.

Specific responsibilities of the Local Affairs Director:

1. Develop Relationships with Campus and Community Partners
   - Serve as the UCSA Organizing Director and attend UCSA Board meetings hosted on northern UC campuses (Berkeley, San Francisco, Santa Cruz, and Merced). These meetings are generally held on the second weekend of the month and are attended by the EAVP and System-wide Affairs Director from Friday evening to Sunday afternoon.
   - Establish working relationships with on-campus organizations and community partners in order to build effective coalitions to execute our advocacy objectives.
   - Attend biweekly strategy meetings with the External Affairs VP and staff.
   - Attend monthly External Affairs GA Committee meeting and give updates on local issues.
   - Attend monthly GA Delegates meeting.
   - Attend GA trainings, staff meetings, and retreats as directed.
   - Attend local government meetings (Berkeley/Oakland/Richmond City Council) as necessary to represent graduate students residents and maintain relationships with local elected representatives.
   - Attend meetings with the EAVP and community partners pertaining to the campaigns, advocacy efforts, political actions, or relevant local issues.
   - Maintain active communication with the Associated Students of California (ASUC) Senate and External Affairs office, and collaborate with the ASUC Organizing Director on campaign efforts when necessary.
   - Maintain active communication with the UAW Graduate Student Union leadership to stay abreast of graduate student labor issues.
   - Maintain active communication with the UC Office of Government and Community Relations’ Local Liaison.

2. Execute Campaigns and Action Planning
   - Serve as the GA coordinator of the UCSA voter registration and Get Out the Vote campaign: UCweVOTE.
   - Work with on-campus and community partners to develop messaging and action planning in line with our advocacy efforts.
• Collaborate with GA Project Directors (PDs) such as the Graduate Social Club, Graduate Minority Student Project, Queer Trans Advocacy, Graduate Student Wellness, Graduate Student Parent Advocacy, and/or other PDs to host graduate student activities focused on political and civic engagement.
• Coordinate meetings between the Graduate Assembly and local leadership (Mayor, Council, City staff) when necessary.

3. Research and Communications
• Submit op-eds to The Berkeley Graduate, Daily Cal, or other local media outlets to publicize our campaign efforts and/or release position statements at least once a semester.
• Develop profiles of local elected representatives and community partners with up-to-date contact information.
• Regularly visit elected representatives and community partner’s websites to learn about their initiatives, referenda, and/or local community events.
• Identify potential lobby actions for the year.

Qualifications:
Required:
• Current UC Berkeley graduate student
• Demonstrated commitment to social justice and equity
• Exercises cultural humility
• Strong communication skills
• Organized, punctual, good interpersonal and written communication
• Responsive to email within 24 hours and easily reachable by phone/text
• Flexible schedule which affords availability to attend meetings on short notice
• Basic computer skills (MS WORD, Excel, email, and online Google applications)
• Ability to work in a diverse and politically active environments

Preferred:
• Experience coordinating large campaigns or political events
• Basic knowledgeable of local government structure (budget, legislative process, etc.)
• Basic knowledge of University of California, Berkeley administrative structures
• Basic knowledge of ASUC, GA, and UCSA policies, structures, and constitutions

To apply please submit your resume or CV (including contact information for three references) and a cover letter explaining your interest in the position, relevant experience, and addressing the following questions:

1) Why is it important for graduate students to engage in the greater Bay Area community, despite our tenure as relatively temporary residents?
2) What is “student power” and how do you intend to cultivate it in this position?

Documents can be submitted by email to eavp-ga@berkeley.edu. The application period officially closes August 7, 2015, though applications will continue to be accepted until the position is filled. Interviews for the position will start the week of August 10, 2015.