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.

**TITLE:** Director, System-wide Affairs (GA External Affairs)

**RATE/HOURS:** Yearly Stipend of $5,000

**TIMELINE:** August 10, 2015 – June 30, 2016 (with one month of furlough)

Updated: July 28, 2015

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**OVERVIEW**

The primary role of the System-wide Affairs Director is to work closely with the EAVP in matters pertaining to UC system-wide internal advocacy, and to serve as member of the University of California Students Association (UCSA) Board of Directors. The System-wide Affairs Director will help to determine the legislative priorities of UC graduate students and advocate on our behalf to State Legislators and UC administrators.

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

**Specific responsibilities of the System-wide Affairs Director:**

1. Participation in the UCSA and Direct Advocacy to State Legislators, UC Regents, and UC Office of the President (UCOP)
   - Serve as the UCSA Legislative Director, tracking and analyzing bills that could impact UC graduate students, and setting our legislative priorities. The UCSA Board Meetings are held once a month (generally the second weekend) on one of seven campuses. This position requires regular travel. UCSA is the main arena where elected and appointed student leaders throughout the University of California convene, discuss system-wide issues, and develop initiatives to promote the quality, affordability, and accessibility of the UC. Attendance at the UCSA board meeting is required from Friday evening to Sunday afternoon during monthly board meetings.
   - As the UCSA Legislative Director, the System-wide Affairs Director will become the delegation leader for the annual UCSA Student Lobby Conference (SLC) in Sacramento. As such, the State Legislative Director will work collaboratively with the Legislative Affairs Director to recruit UC Berkeley graduate students to participate in the advocacy event, coordinate their travel, and brief the students with bill information, crafted talking points, and suggestions for successful lobby visits.
   - Attend bimonthly UC Regents Meetings at UC San Francisco Mission Bay, provide public comment when pertinent, and serve as a UCSA Student Advocate to the Regents (StAR) to gain greater access to UC administrators when selected.
   - Attend meetings with the UC President and Office of the President administrators as invited.
   - Attend biweekly strategy meetings with the External Affairs VP and staff.
   - Attend monthly External Affairs GA Committee meeting and give updates on system-wide issues.
   - Attend monthly GA Delegates meeting.
   - Attend GA trainings, staff meetings, and retreats as directed.
   - Maintain active communication with the UC Office of Government and Community Relations’ State Liaison
   - Maintain active communication with the ASUC Office of External Affairs.

2. Research and Communications
   - Submit op-eds to The Berkeley Graduate, Daily Cal, or other local media outlets to publicize our advocacy efforts and/or release position statements for bills at least once a semester.
• Develop profiles of UC Regents and UCOP administrators by regularly visiting their websites, learning about their initiatives, and tracking their voting record.
• Identify potential lobby actions throughout the year.

Qualifications:
Required:
• Current UC Berkeley graduate student
• Must be available to travel to once-a-month on weekends throughout the school year
• Demonstrated commitment to social justice and equity
• Exercises cultural humility
• Strong communication skills
• Organized, punctual, good interpersonal and written communication
• Able to articulate the distinction between undergraduate and graduate student issues to decision-makers
• 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 in student government, community organizing, or direct advocacy
• Basic knowledgeable of state government structure (budget, legislative process, etc.)
• Experience as a chief of staff, assistant, or committee chair
• 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 California state politics?
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.