

Call for Applicants:
UCR Graduate Student Association UC Advocacy Officer (UCAO)

The UC Advocacy Officer is an assistant to the Executive Vice President (EVP) and is primarily responsible for assisting the EVP in advocating for UCR graduate students as members of the UC System. This person will attend UC Graduate and Professional Council (UCGPC) meetings with the EVP and track issues addressed on the system level by UCOP, through the UCGPC, or its equivalent, and raised by UCR Graduate Students in the GSA Executive Board and GSC meetings.

This is a paid position. The stipend for 2018-2019 will be \$1,200 annually, paid \$120 monthly. The term of this appointment will be ten months, from September 1, 2018 - June 30, 2019 (with an option to renew for the next academic year).

Applicants should submit a letter of interest, along with their GSA and relative experience, and a current CV or resume to the current GSA Executive Vice President (evp.gsa@ucr.edu) before May 21, 2018.

JOB DESCRIPTION
UC ADVOCACY OFFICER (UCAO)
2018-2019 UCR GSA

The UC Advocacy Officer is an assistant to the Executive Vice President (EVP) and is primarily responsible for tracking issues that affect graduate students on the system level and making recommendations to the EVP; advocating for UCR graduate students to UCOP through UCGPC (or its equivalent); and sitting on UCGPC committees as appointed by the EVP.

Reports to: GSA Executive Vice President (EVP), Stephanie King

Appointed Officer Responsibilities

- Attend Executive Board meetings and Graduate Student Council meetings each month. A schedule of meetings is provided in September and is available on-line. If the officer is unable to attend a meeting, they must notify their direct report and the Chief of Staff at least two hours before the meeting. Per the Bylaws, three unexcused absences warrant stipend withholding and possible termination.
- Attend all committee meetings (e.g. UCR, Academic Senate, UCGPC) as assigned by the President. If the officer is unable to attend their meeting, they must notify the Chief of Staff at least two hours before the meeting.
- Post and maintain one office hour per week. The scheduling of the office hour will be coordinated with the officer's direct report and posted to the GSA website.
- Complete and submit a monthly officer report to the Chief of Staff detailing work performed over the course of the reporting period.
- Maintain a brief record containing important information to ensure a smooth transition of power to incoming officers. This record shall contain contact, procedural, and other essential information (e.g. timeline of events for the year) relevant to the office.
- Answer email communication in a timely manner and maintain a record of all written/electronic communication on behalf of the GSA.
- Any other responsibilities delegated to the officer by the President, GSC, or per the bylaws or Constitution.

Job Specific Responsibilities

- Assist the EVP in advocating for UCR graduate students to UCOP and in the UC system.
- Attend UCGPC meetings every month. In the event that the EVP is unable to attend, act as a proxy to UCGPC.
- Meet on a monthly basis with the EVP to discuss system-wide issues that affect UCR Graduate Students.
- Track UCGPC positions on issues and provide updates.
- Make recommendations to the EVP on system-wide matters.
- Sit on at least one UCGPC committee, at the discretion of the EVP.
- Coordinate with UCGPC on behalf of the EVP.
- Administrative and other duties as assigned by the EVP.