

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

The UCR Graduate Student Association is seeking applicants for the UC Advocacy Officer (UCAO), formerly the Campus Organizing Director. The UCAO 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. The UCAO will track issues addressed on the system level by UCOP; through the UC Graduate and Professional Council (UCGPC), or its equivalent; and raised by UCR Graduate Students in the GSA Executive Board and Graduate Student Council (GSC) meetings. The UCAO will attend UCGPC meetings with the EVP and act as proxy if the EVP is unable to attend, will make recommendations to the EVP regarding graduate student issues, and will sit on committees as appointed by the EVP, UCGPC, or the GSA President.

This is a paid position (see current bylaws for pay rate).

The term of this appointment will be from September 1, 2019 - June 30, 2020 (with an option to renew for the next academic year, based on performance).

Applicants should submit a letter of interest, along with their GSA and relative experience, and a current CV or resume to the current EVP (evp.gsa@ucr.edu) before May 22, 2019.

JOB DESCRIPTION
UC ADVOCACY OFFICER (UCAO)
UCR GSA

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

Reports to: GSA Vice President of External Affairs (VPEA)

Monthly Responsibilities

- Attend GSA Executive Board meetings every month. These meetings are typically the last Wednesday of the month at 7pm, but a schedule will be provided in advance. If the UCAO will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason.
- Attend GSA General Council meetings every month. These meetings are typically held the first Wednesday of the month at 7pm, but a schedule will be provided in advance. If the UCAO will not be able to attend, they must notify the GSA President and Executive Vice President at least two hours in advance with an acceptable reason. The LAO participates in these meetings but does not have a vote.
- 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 Executive Vice President to discuss system-wide issues that affect UCR Graduate Students
- Complete and submit an officer report detailing work performed over the course of the reporting period.

Weekly Responsibilities

- Keep at least one office hours in the GSA office per week.
- Track UCGPC positions on issues and provide updates.
- Make recommendations to the VPEA on system-wide matters.

Other Responsibilities

- Sit on at least one UCGPC committee, at the discretion of the VPEA.
- Coordinate with UCGPC on behalf of the VPEA.
- Administrative duties as assigned by the VPEA.
- Any responsibilities stated in the Constitution and Bylaws.
- Any other responsibilities delegated to the LAO by the General Council, President, or VPEA.