

**Call for Applicants:
UCR Graduate Student Association Legislative Advocacy Officer**

The UCR Graduate Student Association is seeking applicants for the Legislative Advocacy Officer. The Legislative Advocacy Officer is an assistant to the Vice President of External Affairs (VPEA) and is primarily responsible for tracking legislative matters on the local, state, and federal level and making recommendations to the VPEA; coordinating with UCR Government and Community Relations and UCGPC on behalf of the VPEA; and organizing lobbying efforts.

This is a paid position. The stipend for 2019-2020 will be \$1,200 annually, paid \$120 monthly. The term of this appointment will be ten months, from September 1, 2019 - June 30, 2020 (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 EVP (evp.gsa@ucr.edu) before May 22, 2019.

JOB DESCRIPTION
LEGISLATIVE ADVOCACY OFFICER
UCR GSA

The Legislative Advocacy Officer is an assistant to the Vice President of External Affairs (VPEA, formerly EVP) and is primarily responsible for tracking legislative matters on the local, state, and federal level and making recommendations to the VPEA; coordinating with UCR Government and Community Relations and UCGPC on behalf of the VPEA; and organizing lobbying efforts.

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

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

- Meet on a monthly basis with the Vice President of External Affairs to discuss legislation and lobbying efforts.
- Track legislation:
 - Riverside City Council Agenda.
 - State Legislature (e.g. Assembly Standing Committee on Higher Education).
 - U.S. Congress and Executive Branch departments (e.g. Dept. of Ed).
- Track UCR Government & Community Relations and UCGPC positions on legislation.
- Make recommendations to the VPEA on legislative and lobbying matters.
- Coordinate with UCR GCR and UCGPC on behalf of the VPEA.

- Assist VPEA with Grad Student Lobby Corps.
- Assist VPEA with and attend UCGPC Lobby Day; assist President with and attend UCRAA Lobby Day.
- Administrative duties as assigned by the VPEA.