

Position Title: Director of Legislative Affair

Division: Graduate and Professional Student Council

Department: Dean of Students Office

Job State Date: July 1, 2017

Job End Date: June 30, 2018

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC), under the supervision of the GPSC President or persons designated by the GPSC President. The Director of Legislative Affairs will assist and advise the President, Executive Board, and General Council by tracking legislative and university issues that impact UA graduate and professional students. Through public communication and serving on committees, this director is able to inform the GPSC General Council about current events regarding state and national legislative affairs. This position requires periodic state and national travel.

Work Schedule: Part Time (3-8 hours per week on average). Work hours are flexible.

Application Requirements: Limited to current UA graduate/professional students who are registered or enrolled in Fall 2017 classes.

Compensation: \$15.00/hour; stipend paid at the end of fall and spring semester (twice per year) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

Minimum Deliverables: Monthly legislative reports, NAGPS reports (if able to attend), and end of year report.

Duties and Responsibilities:

- Attend at least one GPSC General Council and two Executive Board meetings each semester
- Assist the President and 'Policy and Legislative Action Committee' Chair with their legislative agendas.
- Research and track issues that impact the UA graduate and professional students especially with ABOR and the Arizona legislature
- Provide monthly legislative/policy reports to the General Council and develop a publishable report of annual findings
- Coordinate a minimum of one trip to the State Capitol during the legislative session.
- Serve as the GPSC representative on the National Association of Graduate and Professional Students (NAGPS)

Minimum Qualifications:

- Registered UA graduate or professional student
- Previous experience with public policy and legislative affairs
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Strong political research and analysis skills
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications:

- Demonstrated success with student advocacy
- Experience with survey creation
- Professional experience