



THE UNIVERSITY OF ARIZONA

Graduate & Professional  
Student Council

## Graduate and Professional Student Council (GPSC) Legislative Affairs Director

**Position Title:** GPSC Legislative Affairs Director

**Department:** Student Governance and Programs

**College/Division:** Graduate and Professional Student Council (GPSC)

### Tentative Dates of Employment\*:

- **Job Start Date:** July 1, 2018
- **Job End Date:** May 17, 2019

\* Actual dates of employment may vary.

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC). 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.

**Work Schedule:** Part-Time

**Number of Hours per Week:** 5-7 hours per week, as needed. Actual workload may vary. This position requires periodic state and national travel.

**Compensation:** \$15.00/hour; No benefits or tuition reimbursement provided

### Application Requirements:

- Position open to all University of Arizona Graduate and Professional Students
- Candidates must be in good academic standing as defined by the Graduate College
- Candidates must be enrolled for courses during the 18/19 Academic Year

### Minimum Deliverables:

- Monthly legislative reports, NAGPS/SAGE reports (if able to attend), and end of year report

### Duties and Responsibilities:

- Assist the President and designated committee with their legislative agendas
- Research and track issues that impact UA Graduate and Professional students, especially with ABOR and the Arizona legislature
- Provide monthly legislative/policy reports to the General Council and generate a 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) and Student Advocates for Graduate Education (SAGE)
- Meet regularly with members of the GPSC, as designated by the GPSC President

### Minimum Qualifications:

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



THE UNIVERSITY OF ARIZONA

Graduate & Professional  
Student Council

**Desirable Qualifications:**

- Professional experience
- Demonstrated success with student advocacy