**GPSC Director of Legislative Affairs**

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Program Coordinator. The Director of Legislative Affairs will assist and advise the President, Executive Board, and General Council through the general tracking of 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 nationwide travel.

**Job State Date:** July 1, 2016  
**Job End Date:** June 30, 2017

**Work Schedule:** Part Time (August-May)  
**Number of Hours per Week:** 4-6 hours a week. The administrator must be available 2 hours every two weeks to attend standard meetings; additional work hours are flexible.

**Application Requirements:** Position limited to current UA graduate and professional students who are registered/enrolled in Fall 2016 classes.

**Compensation:** $12.00/hr (paid up to $2,000 per fiscal year); stipend/award paid at the end of each academic semester (twice per year) by GPSC through Bursar’s (reflected in UAccess); no benefits or tuition reimbursement.

**Minimum Deliverables:** Monthly legislative reports, NAGPS reports (if able to attend)

**Duties and Responsibilities:**
- 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 affairs 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.

**Minimum Qualifications**
- Registered UA graduate or professional student
- Previous experience with public policy & 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