



Job Announcement

University Affairs Director

Job Description

The University Affairs Director is the primary liaison between UCSA and the University of California. The University Affairs Director is responsible for advocating the primary objectives of the UCSA board while providing day-to-day leadership development and direction with respect to policies, practices, systems, and operations within the UC. The University Affairs Director works in collaboration and coordination with UCSA staff in strategizing and enacting systemwide university advocacy efforts on behalf of UC students. The University Affairs Director will be based in Oakland, travel to UCSA Board Meetings, Regents Meetings, and Council of Student Fees meetings, and serve assigned campuses when needed.

Institutional Advocacy (35% of the time)

- Manages logistics and preparation for student advocacy meetings.
- Assist the University Affairs Chair in facilitating meetings and providing staff support as students take the lead in demanding concrete initiatives to advance the student experience, and keeps a historical record of previous demands and outcomes.
- Keeps updated on changes to UC policy and initiatives by the UC Office of the President.
- Negotiates funding grants, on behalf of UC students, from the UC Office of the President for existing and new programs within UCSA, such as UCweVOTE, federal advocacy, and the Collective Bargaining program, and produces annual reports on the efficacy of these programs.
- Staffs University Affairs Committee during monthly UCSA Board of Directors meetings.

Liaison within the University of California (35% of time)

- As the primary contact within UCSA, maintains a relationship with the UC Office of the President, Board of Regents, Student Affairs, and Labor Relations staff.
- Facilitates appointment, recruitment, training, and follow-up of student representatives for UC advocacy programs including representatives to the Regents and systemwide UC committees.
- Manages the Collective Bargaining Representative program through the recruitment, training, travel arrangements, and clear communication with the stakeholders including unions and the UC.
- Maintains a relationship with other systemwide student bodies including the Council of Presidents and Council on Student Fees. Acts as professional staff management for Council on Student Fees, including but not limited to, support for CSF campaigns, staffing at all quarterly meetings, and budgeting.
- Staffs UCSA's Systemwide Committee, which appoints students to systemwide representative positions.

Messaging and Research (25% of time)

- Works with UCSA staff and the University Affairs Committee to develop internal and external messaging such as speeches, research publications, thought leadership pieces, campaigns, and organizational priorities.
- Maintains current talking points on issues facing students and trains student representatives to be informed and stay on message.



Oakland Office

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Sacramento Office

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UCStudentAssociation

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@ucstudents



- Produces original research on issues facing students and proposed solutions.
- Oversees Appointed Officer program, which solicits direction for the Board of Directors from students who are issue-area experts.

Other Staff Duties (5% of time)

- Creates relevant trainings for student advocacy and involvement.
- Regularly staffs UCSA Board meetings and conferences.
- Other duties as assigned.

Recommended Qualifications, Skills, and/or Experience

- Bachelor's Degree
- 3-4 years experience in student affairs, representation, and/or leadership
- Experience with Microsoft Office Suite required
- Experience with negotiation or collective bargaining recommended
- Research background recommended
- Strong written communication skills (copy and content writing and editing skills) required
- Willing to execute day to day tasks and work independently
- Proven ability to synthesize detailed, complex information into clear and compelling recommendations and briefing
- Good entrepreneurial work ethic and a desire to "get the job done"
- Ability to prioritize and follow through effectively
- Ability to interface with key stakeholders

How to Apply

Apply online at <http://www.ucsa.org/job-opportunities>. Please be prepared to submit a cover letter, resume, references, and three writing samples to complete your application.

Compensation

UCSA offers a modest, non-negotiable nonprofit salary; 100% employer-paid premiums for Kaiser Platinum Healthcare, dental, and vision; PTO accrual plus four weeks paid vacation during school breaks annually; retirement plan option; and student loan reimbursement.



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