



University of California Student Association
1020 12th St., Suite #232
Sacramento, CA 95814
510-834-8272 | www.uksa.org

Policy Director

Job Description

The Policy Director is the primary liaison between UCSA and the University of California. The Policy Director is responsible for researching and crafting the primary policy positions and budget priorities of the UCSA board at the University, state, and federal level. The Policy Director provides day-to-day leadership development and direction with respect to practices, systems, and operations within the UC. The Policy Director works in collaboration and coordination with UCSA staff in strategizing and enacting systemwide university advocacy efforts on behalf of UC students. The Policy Director will be based in Sacramento, and is expected to travel monthly to UCSA Board Meetings, every other month to the UC Board of Regents meetings, and occasionally to UC campuses when needed.

Liaison within the University of California; Institutional Advocacy (65% of the time)

- Coordinates the appointment and engagement of student representatives, including but not limited to Student Observers to the Board of Regents, Systemwide Committee representatives to the Academic Senate, and the Board of Directors in meetings with UC Office of the President, in order to empower students to effectively leverage access points to university leadership.
- Manages logistics and preparation for student advocacy meetings.
- Assists the University Affairs Chair in facilitating meetings in pursuit of 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 made by the UC Office of the President and Board of Regents; coordinates decision makers from these bodies to attend UCSA Board Meetings.
- Tracks UC Regents' voting records on student issues.
- 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 collaborates with other staff to produce annual reports on the efficacy of these programs.
- Staffs the University Affairs Committee during monthly UCSA Board of Directors meetings.
- 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.
- 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 UC Graduate and Professional Council.
- Serves as the primary staff advisor for UCSA's ACQUIRE campaign and helps coordinate organizational efforts in advancement of the campaign.



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Development of State Budget Advocacy Platform (15% of time)

- Develops a state budget advocacy recommendation that solicits funding for UC, financial aid, and other resources for approval by the Board of Directors, in consultation with student communities, coalition partners, and the UC. Maintains and develops relationships the UC Office of the President Government Relations staff in Sacramento and works, in collaboration with Government Relations Director, with the UC Budget Relations and State Department of Finance in advocating shared budget priorities.
- Understands and trains students on the timeline and landscape of the state budget process, including decision makers such as state legislators, higher education and budget committees, the Office of the Governor, the Department of Education, and the California Student Aid Commission.
- Ensures UCSA participation and compliance with UC's student consultation regarding the university budget and systemwide fee increases, as mandated by AB 970 (2012).

Messaging and Research (15% of time)

- Works with UCSA staff and the University Affairs Committee to develop internal and external messaging such as speeches, opinion editorials, thought leadership pieces, campaigns, and organizational priorities.
- Maintains current talking points on issues facing students and trains student representatives to be informed and advance UCSA's priorities.
- Produces 1-2 original research projects annually on issues facing students and proposed solutions.
- Leads the tracking, research, and analysis of all federal policies pertaining to the UCSA board priorities.

Other Staff Duties (5% of time)

- Creates relevant trainings for student advocacy and involvement, including trainings for student leaders on understanding UC systems and institutional decision makers.
- Oversees the Appointed Officer program, which provides direction for the Board of Directors on various student issues through appointed subject experts.
- Regularly staffs UCSA Board meetings and conferences.
- Other duties as assigned.

Recommended Qualifications, Skills, and/or Experience

- Bachelor's degree; 2+ years experience and/or training in government relations, legislation, and/or lobbying
- Experience with student organizations or student government campaigns
- Commitment to building student power, sharing decision making, taking direction from students, and amplifying UCSA's mission and social justice initiatives
- Ability to represent and include communities of color and other underrepresented



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groups

- Ability to cultivate relationships with likely and unlikely allies, including negotiation and conflict resolution skills
- Excellent written, verbal, presentation and analytical skills; internet and media research skills
- Willing to execute day-to-day tasks and work independently
- Proficient in Microsoft Office (including Word, Excel, PowerPoint) and Google Apps
- Able and willing to travel independently, work evenings, and weekends

How to Apply

Complete our application and submit a cover letter, resume, references, and one writing sample at <http://www.uca.org/job-opportunities>.

Compensation

UCSA offers a modest nonprofit salary of \$60-68K for this position, which is adjusted annually to account for increases to cost of living. UCSA also offers 100% employer-paid premiums for Kaiser Platinum Healthcare, dental, and vision; sick time and PTO accrual plus four weeks paid vacation during school breaks; pre-tax SIMPLE IRA retirement plan option with matching up to 3% salary; a commuter benefit of \$50/month for non-remote employees; reimbursement for TSA PRE; and student loan reimbursement up to \$150 per month with proof of current debt.