



UC Graduate and Professional Council
981 Mission Street, #31, San Francisco, CA 94103
secretary@ucgpc501c3.org
www.ucgpc501c3.org

Position Description: Director of Government Relations and Legislative Affairs

The Director of Government Relations and Legislative Affairs will lead UCGPC's advocacy efforts at the state and federal levels, working closely with the President, Board of Directors, and external partners to advance policy priorities that benefit UC graduate and professional students. They will also take ownership of the preparation and training of the participants for our advocacy events. The DGR position is a 1099 Independent Contractor position.

Expected Time Commitment: An average of 20 hours per week

Stipend:

- \$2,000 per month
- Travel reimbursement provided

Duration: From September 1st, 2026 to June 30th, 2027

ELIGIBILITY:

Must be a graduated individual (preferably of a UC undergraduate or graduate program) or a currently enrolled student at a UC graduate or professional degree program for the entire term (September 1, 2026, to June 30, 2027) in good academic and student standing.

PREFERRED QUALIFICATIONS:

1. Engagement with a UC campus-based graduate and professional student government
2. Engagement with the CA or federal legislative process
3. Experience in legislative advocacy at the state and federal levels
4. Knowledge of higher education policy
5. Leadership role in a student-driven group, association, or movement
6. Proficiency in public communication, communicating with public officials
7. Student-centered advocacy and political advocacy
8. Time management, patience, and relationship-building



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RESPONSIBILITIES:

1. **Policy Position Development:** Research, analyze, and develop policy positions on issues affecting UC graduate and professional students
2. **Legislative Analysis:** Research, track, and analyze legislation affecting graduate and professional students. Aim to monitor approximately 3–5 relevant state bills per month and 3 federal bills/issues per month, providing brief monthly updates and recommended positions when appropriate
3. **Legislative Advocacy:** Lead advocacy efforts with state legislators, congressional representatives, and their staff on UCGPC priority issues, and attend FGR and SGR biweekly meetings. Support with scheduling and coordination for advocacy meetings (Sacramento Advocacy Day and Day on the Hill)
4. **Coalition Building:** Build and maintain relationships with allied organizations, student groups, and advocacy coalitions
5. **Strategic Planning:** Develop and implement comprehensive legislative strategies in collaboration with the President and the Board
6. **Stakeholder Engagement:** Represent UCGPC at legislative hearings, policy meetings, and advocacy events
7. **Campaign Coordination:** Organize and coordinate advocacy campaigns, including Sacramento Advocacy Day and Washington, DC trip in collaboration with the Vice President.
8. **Communication:** Prepare policy briefs, position statements, letters of support, and advocacy materials for internal and external audiences
9. **Training and Education:** Provide training and resources to Council members and campus representatives on advocacy strategies
10. **Reporting:** Provide regular updates to the Board and membership on legislative developments and advocacy outcomes
11. **Accountability:** Conduct follow-up with government offices after advocacy meetings (this includes following up with Sacramento offices after the State Advocacy Day and with congressional offices after UCGPC's Day on the Hill to maintain relationships and advance ongoing priorities)
12. *[If applicable]* **Management of the Policy Intern:** Collaborate with the Board to hire a Policy Intern to support advocacy activities, particularly during Advocacy Days.