

## **Policy Director**

The Graduate and Professional Student Senate (GPSS) seeks a Policy Director to support the Senate and the Vice President of External Affairs. They will conduct high-level academic research on pressing student issues identified by the GPSS Vice President of External Affairs and the Legislative Advisory Board (LAB). Compensation for this position is \$24.60 per hour, 18 hours per week for 34 weeks. This position starts on September 25th 2025, and ends on June 12th 2026. This position does not work on holidays or breaks.

### **Key Responsibilities:**

- Facilitating an annual legislative issue survey to inform the drafting of GPSS' policy agenda.
- Conducting research on a quick turnaround during the legislative session as directed by the GPSS Vice President of External Affairs.
- *Tracking bills and communicating the progress of bills of interest to GPSS VPEX.*
- Conducting legislative policy analysis and ongoing research as directed.
- *Researching relevant data and stories to support lobbying efforts.*
- Assist the GPSS Vice President of External Affairs with marketing and social media content.
- Assisting LAB in planning meetings and writing briefs on legislative priorities.
- Attending and taking minutes for LAB meetings.
- Assisting in drafting the GPSS legislative agenda.
- Helping plan events in collaboration with the GPSS VPEX and members of ASUW, as needed.
- Ability to attend senate meetings at least twice per quarter and at least one in-person GPSS event per quarter.
- Will report to the Vice President of External Affairs, but may work with other officers as projects arise.
  - a. Typical policy director duties will subside after legislative session. During this time, assisting other officers or staff is expected.

### **Qualifications:**

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Interest in state and federal legislative issues, especially relating to higher education and graduate education. *Knowledge of WA specific issues preferred.*
- Experience with the Washington State legislature website, legislative process, and bill tracking.
- Experience supporting legislative and advocacy efforts.
- Experience drafting documents and communication, such as policy memos and white papers.
- Ability to maintain a sense of nonpartisanship, especially in high-stakes policy conversations.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.
- Ability to attend and contribute to LAB).
- *Ability to work in remote settings and is a self-starter.*
- Interest in working with student government and being part of a team.

### **Workplace Expectations:**

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 18 hours per week.
- Work at least half of their time in the office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced at the discretion of your supervisor.
- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8:00 PM on Wednesday's. These meetings contribute to your 18 hours per week.
- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Juan Contreras Mora (he/him), [gpssvpin@uw.edu](mailto:gpssvpin@uw.edu), with any questions or bring concerns to your scheduled interview time.

**Application Process:**

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered.

Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Juan Contreras Mora (he/him), [gpssvpin@uw.edu](mailto:gpssvpin@uw.edu).

All applications are due on Handshake and on the GPSS website by September 8<sup>th</sup> 2025 at 11:59 PM. Hired applicants will be expected to attend an in-person Staff Orientation in September.