

Vice President for Public Affairs

The Vice President for Public Affairs serves as the representative for public policy, legislative affairs, and grassroots organizing for the Graduate and Professional Student Assembly. She shapes GAPSAs short-term and long-term policy agendas and assists in building grassroots support for GAPSAs policies. A key role is to work for building strategic relationships with public officials, student organizations, and contacts in other sectors. The Vice President for Public Affairs works with Executive Board members to affirm the organization's positions on public policy measures and to determine the priority of public policy in the overall mix of GAPSAs work. In addition, the Vice President for Public Affairs guides GAPSAs Executive Board members as they shape plans and allocate resources for legislative and grassroots efforts. Familiarity with federal, state, and local legislative processes is essential. During the legislative session, it is expected that the Vice President for Public Affairs spend a substantial portion of her time at the capitol.

Position Responsibilities:

- Direct the strategic development and implementation of the graduate and professional student policy message at the federal, state, and local level.
- Ensure that the President of GAPSAs and students are promoting the same key messages.
- Coordinate and represent graduate and professional students in the University Legislative Network and other public affairs meetings.
- Represent GAPSAs to the Joint MSA/GAPSAs Legislative Affairs Committee.
- Ensure representation at neighborhood group meetings.
- Manage communication and activity relevant to GAPSAs public policy work.
- Register as a lobbyist with the State of Minnesota if necessary and file reports as needed.
- Serve as the Chair of the GAPSAs Public Affairs Committee.
- Plan and implement annual voter registration drives.
- Plan and implement a Support the U Day in coordination with University Relations.
- Supervise the Public Affairs Assistant.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- Attend GAPSAs events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSAs President.

Annual stipend: \$3000

Estimated time commitment: 20 hours per week