What is the Undergraduate Student Association Council?

The Undergraduate Student Association Council (USAC) is the officially recognized student voice of undergraduate students at UCLA to the campus administration, faculty, and outside community. It is comprised of thirteen offices and commissions and aims to serve the UCLA community through advocacy, education, and programming. Elected by the undergraduate student body, the officers and commissioners of USAC work to enrich the undergraduate experience by bringing relevant issues and programs to the student body.

Mission of the Office of the External Vice President

The External Vice President is the elected student body officer charged with representing the undergraduate student body of UCLA to all off-campus entities that affect student life at UCLA. These decision-making bodies include the UC Regents, the UC Office of the President (UCOP), the California State Legislature, the California Governor, the U.S. Congress, the U.S. Department of Education, and the City of Los Angeles.

The External Vice President’s Office coordinates its advocacy efforts through two student government coalitions: the University of California Student Association (ucsa.org) and the United States Student Association (usstudents.org). At a district level, the Bruin Lobby Corps coordinates advocacy efforts to elected officials in and around the Los Angeles area.

The office’s work is mainly centered on fee and financial aid policies, and our goal with regards to our advocacy is to ensure a University that is affordable and accessible to all.

Priorities of the Office of the External Vice President

- Increasing the affordability of a UC education through the implementation of a student-friendly long-term fee policy and expansion of UC grant aid.
- Increasing the accessibility and diversity of a UC education.
- Increasing the affordability and accessibility of higher education through prioritization of higher education programs in the federal budget.
- Increase student engagement in the electoral process through voter registration and voter education.
- Increase the transparency and availability of the EVP Travel Grant.

**APPLICATIONS ARE DUE FRIDAY MAY 30, 2008 BY 5PM IN THE EVP’S OFFICE (KERCKHOFF 411) OR THROUGH EMAIL AT jessemelgar@gmail.com **
OFFICE STRUCTURE & JOB DESCRIPTIONS

studentsVOTE! COALITION

This year the EVP Office will prioritize educating students about California specific issues and maximizing student voter turnout for the November 4 presidential election. In coalition with dozens of political, cultural, Greek, and housing organizations, the EVP Office’s studentsVOTE! Staff will create an action plan that will yield 6,000 new student voters at UCLA by the presidential election.

Available positions:

- **Director**- Responsible for coordinating a successful vote campaign and establishing a campus-wide vote coalition.
- **Assistant Director**- Provides assistant to the director as necessary.
- **Student Organizer (5)**- Responsible for coordinating the vote work ground game.

BRUIN LOBBY CORPS

The Bruin Lobby Corps is the official legislative advocacy wing of the External Vice President’s Office. This group of students is charged with building relationships with legislators at the district level in order to effectively advocate on important student issues. Lobby corps members participate in other UCSA campaigns and teach and recruit other students to lobby for themselves by hosting lobby workshops. Lobby corps members serve as legislative analysts for the Undergraduate Student Association Council (USAC). Members are also responsible for hosting monthly lobby visits with local legislators as well as coordinating in-district lobby days.

Available positions:

- **Director**- In charge of coordinating lobby corps efforts, running meetings and compiling a strategy to implement throughout the year.
- **Assistant Director**- Assists the director in all duties as determined by the director. Serves as Director in Director’s absence.
- **Director of Scheduling (Senate and Assembly)**- Coordinates all lobby visits for UCSA Student Lobby Conference, in-district lobby days, and all other lobby visits.
- **Director of the “Legislative Lowdown” Newsletter**- Responsible for editing and distributing the Legislative Lowdown newsletter to the student body.
- **Director of “Lessons in Lobbying” Workshops**- Coordinates workshops and recruits student organizations to address their lobbying needs.
- **Intern (5)**- Assists in lobby efforts and shadows a member of the lobby corps to further their understanding of the EVP Office and advocacy efforts that are conducted therein.
**Election INVASION Committee**

The Election INVASION Committee is the voter education and programming component of the External Vice President’s Office. This committee will work closely to coordinate election related panels, debates, movie screenings etc. in order to educate the UCLA community about how to be an educated voter for the November 4 election.

- **Director**-Is responsible for coordinating events that educate the student body about the upcoming presidential election through events such as: panels, concerts and mock elections.
- **Assistant Director**- Assists the director coordinate the events and in building relationships with the ORL administration.
- **Resident Assistant Representatives** - Resident Assistants who represent their respective buildings in the Election INVASION Committee.

**STATE & UNIVERSITY AFFAIRS STAFF**

The State & University Affairs staff will work closely with the University of California Students Association (UCSA) to advocate for UCLA students on policy matters affecting students at the state government and system-wide (all-UC) university levels. These policies mainly relate to fee and financial aid decisions made by: the UC Regents, the UC Office of the President (UCOP), the California State Legislature, and the Office of the Governor. This staff will have general responsibility for all advocacy efforts directed at these bodies. Specifically, the staff will:

- Recruit and bring students to meetings of the UC Board of Regents throughout the year.
- Coordinate Lobby Visits—meetings between UCLA students and California state legislators such as Speaker Fabian Nunez.
- Coordinate UCLA’s delegation to the UCSA Annual Congress in the Summer 2008.
- Coordinate UCLA’s delegation to the UCSA Lobby Conference in Sacramento during Winter quarter 2009, and event where UCLA students go to Sacramento to lobby state officials.
- Keep the UCLA campus informed of new and changing university and state policies through campus campaigns, media relations, and student group meetings.

Available positions:

- **Assistant External Vice President of Statewide Affairs**- Works with the External Vice President, the Campus Organizing Director, the Legislative Liaison and the Chief of Staff in setting the agenda and implementing the EVP Office’s state agenda.
- **Programming Assistant**- Coordinates programs that aid in the goals set by the state staff.
- **Campus Relations**- Work as the outreach point person for all EVP Office campaigns by building relationships with campus organizations and integrating the work of the office with the general student body.
- **Director of Financial Aid Policy**- Reports back to the state staff and the EVP on all relevant financial aid policy.
- **Director of Admissions and Diversity**- Works on admissions policy and with on campus organizations on addressing issues of diversity.

Office of the External Vice President
Undergraduate Student Association Council
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• **Intern (5)**- Attends EVP Office meetings and assists state staff in their advocacy efforts.

**NATIONAL AFFAIRS STAFF**

The National Affairs staff works closely with the United States Students Association (USSA) on issues such as financial aid policy on the federal level. The National Affairs staff has general responsibility for all advocacy efforts directed at the U.S. Department of Education, the U.S. Congress, and the White House. Specifically, the staff will:

• Coordinate UCLA’s delegation to the USSA Annual Congress in the summer 2008.
• Coordinate UCLA's delegation to the USSA Lobby Conference in Washington, D.C. in winter 2009.
• Coordinate a USSA Lobby Training on the UCLA Campus.
• Keep the UCLA campus informed of new and changing federal policies through campus campaigns, media relations, and student group meetings.

Available positions:

• **Assistant External Vice President of National Affairs** - Works with the External Vice President, The United States Student Association, the Campus Organizing Director, the Legislative Liaison and the Chief of Staff in setting the agenda and implementing the EVP Office’s national agenda.
• **Programming Assistant**- Coordinates programs that aid in the goals set by the national staff.
• **Campus Relations**- Work as the outreach point person for all EVP Office campaigns by building relationships with campus organizations and integrating the work of the office with the general student body.
• **Intern (5)**- Attends EVP Office meetings and assists national staff in their advocacy efforts.

**LOCAL AFFAIRS STAFF**

The Local Affairs staff will advocate for students to decision-making bodies at the local level, such as the City of LA. The staff will work on issues that directly affect students at UCLA as well as branching out and addressing educational policy in LAUSD and integrate the priorities of the EVP Office in the greater Los Angeles community, specifically, affordability and accessibility.

• Work and lobby the LAUSD on K-12 policy since it directly affects accessibility.
• Coordinate quarterly lobby days with local elected officials.
• Integrate the priorities of the EVP Office in the Los Angeles Community
• Work on Westwood issues.

Available positions

• **Assistant External Vice President of Local Affairs** - Works with the External Vice President, the Campus Organizing Director, the Legislative Liaison and the Chief of Staff in setting the agenda and implementing the EVP Office’s local agenda.
• **Programming Assistant**- Coordinates programs that aid in the goals set by the local staff.
• **Campus Relations**- Work as the outreach point person for all EVP Office campaigns by building relationships with campus organizations and integrating the work of the office with the general student body.
• **Intern (5)**- Attends EVP Office meetings and assists local staff in their advocacy efforts.

**ADMINISTRATIVE STAFF:**

• **TRAVEL GRANT COORDINATOR**- The Travel Grant Chair will chair the Travel Grant Board, a group that will allocate Travel Grant funds to student groups throughout the year. In addition to chairing the committee, this individual will ensure that the Travel Grant is well-publicized and that the board’s practices and decisions are accountable and transparent to the student body.
• **PUBLICITY AND MEDIA RELATIONS DIRECTOR**- The Publicity and Media Relations Director is responsible for publicizing the programs of the EVP Office. They are responsible for maintaining relationship with on-and-off campus media sources as they relate to projects within the EVP Office. They are responsible for coordinating press releases, creating press kits, and coordinating viewpoint editorials and letters to the editors.
• **WEBMASTER**- The Webmaster will create, update, and maintain a website for the office.

**Questions?**

If you have any questions at all about what the EVP office does, the role of a specific position, or anything related to the application, please don't hesitate to contact us at jessemelgar@gmail.com.

**Procedure for Application**

1. Fill out the attached application and return it to the USAC EXTERNAL VICE PRESIDENT'S OFFICE (KERCKHOFF 411) OR EMAIL to jessemelgar@gmail.com before Friday May 30, 2008 by 5pm
2. Receive a confirmation email upon the receipt of your application. Please email jessemelgar@gmail.com if you do not receive an email within 2 days of submission.
3. All applicants will hold a 15-20 minute interview as designated by staff.
4. Please note that your placement within the office may not be your first choice and is at the discretion of the office leadership to place you where we believe you will be strongest.
Recap of Positions

**StudentsVOTE! Coalition**

- Director
- Assistant Director
- Campus Organizer(5)

**Bruin Lobby Corps**

- Director
- Assistant Director
- Director of Scheduling (Senate and Assembly)
- Director of the “Legislative Lowdown” Newsletter
- Director of “Lessons in Lobbying” Workshops
- Student Lobbyist Intern (5)

**Local Affairs Staff**

- Assistant External Vice President of Local Affairs
- Programming Assistant
- Campus Relations
- Intern (5)

**Election INVASION Committee**

- Director
- Assistant Director
- Resident Assistant Representatives (10)

**Administrative Staff**

- Travel Grant Coordinator
- Publicity and Media Director
- Webmaster

**State and University Affairs Staff**

- Assistant External Vice President of Statewide Affairs
- Programming Assistant
- Campus Relations
- Director of Financial Aid Policy
- Director of Admissions and Diversity
- Intern (5)

**National Affairs Staff**

- Assistant External Vice President of National Affairs
- Programming Assistant
- Campus Relations
- Intern (5)
EVP OFFICE STAFF APPLICATION

Name: ___________________________ UID: ___________________________

Year: ____________ Major(s): _______________________________________

Local Address: ___________________________________________________

_________________________________________________________________

Cell Phone: (______) _______________ Email: _________________________

Organizational Affiliations (if applicable): _____________________________

_________________________________________________________________

Preferred Staff Positions – List your top three choices

1. ______________________________________________________________

2. ______________________________________________________________

3. ______________________________________________________________

Questions

Please type your responses to the following questions in no more than three pages.

1. Why are you interested in working in the EVP office? What do you hope to gain by your experience in the office?
2. What would you say are your greatest strengths that will make you an asset to this office?
3. What challenges do you believe students face that this office can help address?
4. What are your time commitments for the 2008-09 academic year? How much time do you foresee dedicating to the office?
5. Will you be in the LA area this summer? Will you have a car on campus next year?
6. If you could be the character in any cartoon who would you be and why?

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Thank you for applying to the External Vice President's Office!