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## Job Posting: Policy Assistant

### Summary

As part of the Graduate Student Society, you will play an important part in providing a voice for the UBC graduate student community on important topics like finance, academics, housing and harassment.

The Society advocates for the rights of graduate students on campus and to the Provincial and Federal governments. This role will allow you to experience each of these distinct aspects of our work.

The Policy Assistant works under the joint supervision of VP Academic University and Academic Affairs and VP External, in researching and developing the GSS's policy platform and in developing links between the GSS and policymakers on campus and outside.

### How to apply

Please submit a cover letter and resume (PDF) that details experience and training specifically relevant to the requirements of the position.

We thank all candidates in advance for their interests in the position. However, only those selected for interviews will be contacted. No phone calls or follow-up emails, please.

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## Policy Assistant Detailed Job Description

### ROLES AND RESPONSIBILITIES

- Assist the Executives in gathering information and help prepare materials for GSS Council and Committees. Assist the VP Academic, VP External and other Executives with policy research for meetings and in preparing policy papers and briefings.



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- Provide support to the student executives, including helping prepare briefing materials, motions and speaking notes.
  - Assist the development of new policy ideas that benefit graduate students.
  - Research universities and student societies in the US and Canada to identify policy issues, best practices and how these can be applied to the GSS.
  - Research and develop policy reports, one-pagers, and recommendations related to ongoing GSS campaigns and advocacy efforts at the local, provincial, and federal governmental levels.
  - Assist with identifying, researching, and applying for grants for the GSS.
  - Assist with managing GSS records and data.
  - Other duties as required.

#### TRAINING AND ORIENTATION

- The student will receive an orientation introducing them to the GSS from the General Manager covering areas including the general structure and function of the Society as well as housekeeping rules such as security, health and safety guidelines.
- The VP External will provide an overview of the current GSS advocacy and lobbying projects at the provincial and federal government.
- The VP University & Academic Affairs will provide an overview of current GSS advocacy and lobbying projects at the university level as well as the planned grants applications.

#### SUPPORT AND EVALUATION

- Ongoing supervision is provided by the VP External and VP University and Academic Affairs.
- The student will have regular check-in meetings with GSS Executives and Advocacy Staff.



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- At the end of the period and after the completion of the individual projects, there will be an exit interview and debrief on deliverables. This is an opportunity discussion, suggestions for improvements and recognition of success.

## WORKPLACE SKILLS AND PERSONAL DEVELOPMENT

- Experience of working in a professional office environment, serving the needs of graduate students.
- Experience of policy research.
- The ability to connect with graduate students and to understand how to communicate with a specific audience.
- Deeper understanding of higher education policy and policy making.
- Enhanced communication skills. By being a member of a team, workers will enhance their listening skills and ability to communicate ideas clearly.
- Increased confidence in leadership skills by taking the initiative on developing policy ideas.
- Effective time management skills by managing deadlines and learning how to prioritize urgent items.
- The opportunity to develop items for a portfolio, that can support coursework (for example policy reports, briefing notes).
- Students will learn to problem solve proactively to meet deadlines and support campaigns.

## GENERAL QUALIFICATIONS

- A UBC graduate student preferred with a passion to advocate for the benefit of graduate students.
- Excellent team player and self-motivated learner.
- Strong time management and project coordination skills.



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- Strong written and verbal communication skills.
  - Excellent attention to detail.
  - Must have experience working with Excel, Word and the rest of the Office package.
  - Experience of analytical report writing.
  - Knowledge of higher education policy / public policy.

### ABOUT THE GSS

The GSS (Graduate Student Society) serves the 10,000 graduate students at UBC Vancouver, helping them have the best experience possible during their studies. We connect graduate students with campus resources, opportunities, and social events. We provide everything from individual support for students, to advocacy at provincial and federal levels on the most important issues graduate students face. The GSS is located at Thea Koerner House, which has been the center of graduate student life on campus since it was opened in 1962.

Ensuring an inclusive and diverse workplace is a key value of the GSS. We welcome people of diverse backgrounds, abilities, and perspectives, and are proud to promote a supportive work environment.