**Special Advisor to the President Standard Job Description**

**Classification Title:** Special Advisor to the President

**FLSA Exemption Status:**Exempt

**Pay Grade:** 20

**Job Description Summary:**

The Special Advisor to the President, under general direction, represents Texas A&M University at University events. Assists and advises the President on a wide range of issues. Performs a major role in the Capital Campaign.

**Essential Duties/Tasks:**

**30% Strategic Planning and Leadership Support**

* Coordinates with the President and leadership team to develop and establish priorities and initiatives.
* Assists in creating and implementing project plans for initiatives for the President.
* Advises the President on a broad range of issues.
* Assists the President and leadership team in decision-making, identifying key university constituencies and helping navigate policy implementation and organizational effectiveness.
* Oversees projects assigned by the President.

**20% University Representation and External Relations**

* Represents the University at a wide range of events involving former students, current students, and other business-related groups.
* Makes motivational speeches on behalf of the University to corporate audiences, high schools, conventions, and conferences.
* Surveys the external environment and develops strategies and recommendations for university and divisional success.

**10% University Environment and Internal Relations**

* Provides advice and assistance in devising plans and programs for creating a more positive and supportive environment.
* Shares institutional knowledge and perspective in the development and implementation of goals and initiatives.

**10% Marketing and Public Relations**

* Advises University Relations on how to better market the University.
* Analyzes situations and events and proposes options for response and organizational positioning.

**10% Policy and Security Support**

* Assists the President in security matters and policy within the University.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience in higher education.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Excellent verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**