**Associate Vice President, Government Relations Standard Job Description**

**Classification Title:** Associate Vice President, Government Relations

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Vice President for Government Relations, under general direction, develops, executes, and monitors State and Federal government activities. Assess government actions and communicates information to officials. Plans and implements a legislative program that supports assigned Texas A&M University System (TAMUS) members.

**Essential Duties/Tasks:**

**30% Legislative Strategy Development and Advocacy**

* Develops legislative strategies to include recommendations for University’s legislative appropriations requests and meetings with key legislative officials.
* Reviews and provides analyses to the President on legislation or proposed actions that may affect the University.
* Identifies and monitors legislation, programs, and issues affecting the University and monitors interim legislative committee and State agency proceedings impacting the University.
* Works with the elected members and staff of the University in securing State appropriations and passage of legislation.
* Communicates System and University policy issues to the Legislature and other State agencies.

**20% Research, Analysis, and Reporting**

* Researches various State higher education and general government policy issues and prepares policy papers, reports, presentations, and summary information concerning the economic, political, social, and educational needs and interests of the region.
* Prepares information and presentations for legislative hearings attended by elected officials and System requests for information associated with pending or current legislation.

**10% Legislative Relations and Coordination**

* Represents the institution at meetings, hearings, and other events involving elected officials.
* Serves as primary liaison for the institution with legislative leadership offices, the Legislative Budget Board, and other legislative offices.
* Works closely with the System State Affairs team to ensure passage of legislative priorities and support for appropriations requests.

**10% Collaborative Leadership and Outreach**

* Supports the development of initiatives involving collaboration among system members.
* Coordinates efforts with the Office of Federal Relations in support of policy priorities.
* Advises executive offices on initiatives of interest to academic centers and monitors developments at the state and federal level.

**10% Public Engagement and Strategic Communication**

* Assists Marketing and Communications colleagues with planning of public events involving elected officials and/or legislative staff members.
* Works closely with public relations, development, and other colleagues to support the institution's strategic plan.

**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 working with the legislature or government.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Strong interpersonal, leadership, and organizational skills.
* Strong political judgment and ability to set priorities.
* Ability to plan and implement a legislative program.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of legislative research software.
* Knowledge of TAMUS governance and mission.
* Knowledge of State and Federal political environments, government and University interaction, and State and Federal legislative processes.

**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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**