**Deputy Chief Government Relations Officer Standard Job Description**

**Classification Title:** Deputy Chief Government Relations Officer

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Deputy Chief Government Relations Officer, under general direction, is responsible for overseeing university government relations

**Essential Duties/Tasks:**

**40% Government Relations Strategy and Advocacy**

* Directs and strategizes the university’s government relations program.
* Directs the analysis of and advises on government legislation impacting the university.
* Advocates university priorities to state and federal officials.
* Coordinates events and serves as a liaison with government officials.
* Represents the university and leadership on committees.
* Represents the university on national platforms and secures funding.
* Coordinates legislative communication and advocacy events.
* Leads research and analysis on government policy issues.
* Monitors and communicates government legislation affecting the university.

**20% Coordination and Liaison with Government and External Entities**

* Coordinates federal special activities, events, and visits for the Office of Government Relations.
* Serves as the point of contact for higher education advocacy groups and associations.
* Coordinates activities with senior university administrators regarding all federal initiatives and projects.
* Hosts congressional members/staff and federal officials on visits to campus.
* Coordinates with national organizations to promote advocacy and consortium activities.

**10% Research and Analysis of Legislation and Policy**

* Identifies, tracks, and facilitates federal legislation impacting the university.
* Identifies, analyzes, and monitors state legislation, programs, and issues affecting the university.
* Researches various state higher education and government policy issues.
* Prepares policy papers, reports, presentations, and summary information on governmental and educational matters.

**5% Collaboration with University Administrators and Faculty**

* Consults and advises university administrators and faculty regarding state and federal matters.
* Works directly with state and federal officials on behalf of the university’s priorities.

**5% Federal Relations and Funding Support**

* Identifies federal programs/grants and assists university personnel in securing funding.
* Serves as principal liaison with the Texas A&M University System Federal Relations
* Office to ensure coordination.

**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:**

* Master’s degree or an equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**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**