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

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

**FLSA Exemption Status:**Exempt

**Pay Grade:** 18

**Job Description Summary:**

The Special Advisor to the Vice President, under direction, advises on legislative affairs, particularly the merger of the Health Science Center (HSC) and the University. Develops and implements strategies that position the University to earn legislative support for initiatives. Analyzes and reports on budgetary and policy matters affecting the University.

**Essential Duties/Tasks:**

**40% Legislative Affairs Strategy and Support**

* Develops strategies that position the University to earn legislative support for initiatives.
* Implements strategies that position the University to earn legislative support for initiatives.
* Advises on legislative affairs, particularly regarding the merger.
* Supports departments on legislative affairs, particularly regarding the merger.

**20% Budget and Policy Analysis**

* Analyzes and reports on budgetary and policy matters affecting the University.

**10% Staff Support and Coordination**

* Coordinates with staff to ensure effective implementation of legislative affairs strategies.

**10% Legislative Reporting and Documentation**

* Prepares reports and documentation on legislative matters impacting 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:**

* Six years of related experience in higher education and legislative issues.

**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.
* Strong interpersonal and organizational skills.
* Ability to communicate clearly and effectively to ensure understanding.

**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**