AUBURN
Human Resources

SVP, Government Relations

Job Description

JOB INFORMATION

Job Code	EA04
Job Description Title	SVP, Government Relations
Pay Grade	MCUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	106 VP, Government Relations
Approved Date:	7/28/2026 2:00:40 PM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Public & Governmental Relations

JOB SUMMARY

Serves as the University's final authority on matters involving Alabama's Federal Delegation, the Alabama State Legislature, the Governor's Office, and all other state governmental entities. Leads Auburn University's governmental relations strategy by advocating for legislative and budgetary priorities, monitoring public policy developments, and fostering productive relationships with elected and appointed officials. Provides strategic counsel to University leadership on government relations matters and engages faculty, staff, students, alumni, and external stakeholders in support of Auburn University's mission and interests.

RESPONSIBILITIES

- Monitors, analyzes, and influences federal and state legislative activity, public policy initiatives, and budgetary processes that impact Auburn University and its strategic priorities.
- Develops and implements the University's legislative strategy, including drafting and reviewing proposed legislation, amendments, position statements, and policy recommendations, advocates on behalf of the University with members of the Alabama Legislature and state officials.
- Coordinates and administers Auburn University's grassroots advocacy efforts, including the Auburn Legislative Action Network, and develops communications to inform and engage key stakeholders on legislative and governmental relations issues.
- Establishes, cultivates, and maintains effective relationships with elected and appointed officials, governmental agencies, and external partners to advance the University's interests and address constituent matters involving Auburn University.
- Advises the President and senior leadership on governmental relations issues, legislative developments, and public policy matters; provides regular updates, analysis, and strategic recommendations.
- Represents the President and the University at legislative meetings, governmental forums, higher education associations, and state and university committees, councils, and task forces.
- Plans and executes governmental relations programs, events, and educational initiatives designed to increase awareness and engagement among alumni, students, faculty, staff, legislators, and state officials.
- Serves as a key liaison between the University and government stakeholders, promoting Auburn University's mission, priorities, and impact across the state.
- Collaborates with internal and external stakeholders to identify opportunities, address challenges, and advance legislative and policy initiatives that support the University's long-term goals and objectives.
- Collaborates with the President and Senior Leadership to advance the University's short- and long-term strategic goals by identifying legislative, governmental, and public policy opportunities and challenges that impact institutional priorities, growth, and success.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Public Administration, Management, or a related field	and	4 years of	experience in the legislative and lobbying process and higher education administration with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures, State and Federal legislation related to University operations, and budgeting policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.