



JOB INFORMATION

Job Code	EA04
Job Description Title	VP, Government Relations
Pay Grade	MCUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/5/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Represents Auburn University to the Alabama Legislature and state government by actively engaging in legislative and other political processes benefiting the University and interacting with faculty, staff, students and alumni on issues related to governmental affairs

RESPONSIBILITIES

- Monitors and influences the overall University budgetary processes and state legislation bills impacting all divisions of Auburn University.
- Plans and implements the University strategy as it pertains to the legislative session while also drafting amendments and bills, composing position statements and lobbying the Alabama Legislature and state officials on issues that impact Auburn University.
- Coordinates and monitors activities and composes communications related to Auburn University's grassroots network and the Auburn Legislative Action Network.
- Develops and maintains positive relationships with elected and appointed governmental officials and assists with their constituency issues as they relate to Auburn University.
- Stays in close contact with the University President and other campus administrators on special project progress and represents the president at higher education meetings as well as serves on various university and state-related councils/committees.
- Plans awareness and political programs for groups such as alumni, the Auburn Legislative Action Network, students, faculty and staff regarding governmental affairs and plans events and programs for legislators and state officials.

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.
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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 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 related field	and	4 years of	Experience related to 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	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.