

### JOB INFORMATION

|  |                               |
|--|-------------------------------|
| Job Code   | EA06                          |
| Job Description Title                                    | Asst VP, Government Relations |
| Pay Grade  | DC10                          |
| Range Minimum  | \$249,290                     |
| 33rd %   | \$299,150                     |
| Range Midpoint   | \$324,080                     |
| 67th %   | \$349,010                     |
| Range Maximum  | \$398,870                     |
| Exemption Status   | Exempt                        |
| Organizational use restricted to the following divisions | 106 VP, Government Relations  |
| Approved Date:   | 6/4/2025 4:34:39 PM           |

### JOB FAMILY AND FUNCTION

|               |                                      |
|---------------|--------------------------------------|
| Job Family:   | Administration & Operational Support |
| Job Function: | Operational Support                  |

### JOB SUMMARY

The Assistant Vice President (AVP) for Federal Relations oversees the Office of Federal Relations and leads Auburn University's advocacy strategy with the federal government. The Assistant Vice President maintains positive relationships with Members of Congress and serves as the chief liaison between Auburn and elected and appointed officials in the federal government. Reporting to the Vice President for Government Relations, the Assistant Vice President provides strategic policy analysis on a broad variety of topics and formulates an external engagement strategy that advances Auburn University's federal priorities.

### RESPONSIBILITIES

- Manages the Auburn University Federal Relations office, budget, and staff in Washington, DC.
- Develops and implements a legislative strategy to secure federal appropriations for Auburn University.
- Plans engagements and develops strategies for university leaders to meet with key federal officials to advance Auburn's priorities.
- Manages external contractors that provide strategic counseling and consulting services and advocate on behalf of the university in Washington, DC.
- Communicates university priorities to legislative and executive branch officials.
- Builds and fosters relationships with key legislative and executive branch officials and staff with a specific emphasis on the Alabama congressional delegation.
- Works with senior university leadership to develop innovative federal initiatives that advance Auburn priorities and research interests.
- Monitors relevant legislative and budget developments and reports them to senior administrators and relevant faculty members.
- Performs other related duties.

### SUPERVISORY RESPONSIBILITIES

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

### 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 | Degree in Mass Communications, Marketing, Business, Public Relations or related field. Preferred: Degree from Auburn University.<br><br>Preferred: Post-graduate degree<br>Post-graduate degree in such fields as Public Administration, Public Policy or Law is desirable. | 10 years of         | Required: Demonstrated success in working with the federal appropriations and policy making processes. Demonstrated success in high-level communications and organization.<br><br>Preferred: experience working in the federal legislative branch. Preferred experience working with members of the Alabama congressional delegation. |

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|  |  |
|--|--|
| Understanding of the federal legislative process.  |  |
| Demonstrated ability of communication and collaboration skills with a record of accomplishment of successfully interfacing with executives and influencers that are internal and external. |  |
| Demonstrated success at managing large and diverse organizations.  |  |
| Demonstrated ability to develop strategic plans and policies and to orient people toward achieving desired results.  |  |
| Demonstrated commitment to organizational effectiveness and excellence.  |  |

### 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      |              |            |            |
| 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.

**Travel Requirements:**

Domestic