

**ASSISTANT TO THE CHANCELLOR  
FOR  
GOVERNMENTAL/COMMUNITY AFFAIRS**

**Function of Job:**

Under administrative review of the Chancellor, to serve as staff to the Chancellor of the University System in directing the governmental and community relations program of the Board of Trustees and University System of New Hampshire.

**Characteristic Duties and Responsibilities:**

1. Implement and maintain monitoring system to identify proposed legislation and developing issues which could affect the University System of New Hampshire.
2. Communicate relevant information to the Chancellor and assist him/her in determining positions and/or action to be taken or to be recommended to Board of Trustees.
3. Recommend USNH policy on governmental/community affairs for review and/or approval by the Chancellor.
4. Coordinate communications and personal contacts by the Chancellor with elected and/or appointed officials.
5. Serve as official USNH representative for contact with community, state and federal elected officials on behalf of the Chancellor.
6. Attend legislative sessions of the state government and/or relevant community organizational meetings as directed by the Chancellor.
7. Work in close association with the General Counsel with respect to legal questions involving various federal/state agencies, and the Vice Chancellor for Planning/Budget.
8. Perform other related duties as assigned.

**Minimum Acceptable Qualifications:**

1. Bachelor's degree and five years of related experience in governmental and/or community relations.
2. Knowledge of state government and New Hampshire political environment.
3. Excellent communications skills both oral and written.
4. Tact and exceptional public relations skills.
5. Possession of valid New Hampshire motor vehicle license.

**Additional Desirable Qualifications:**

1. Master's degree or other advanced degree in related field.

8/23/93  
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System Approval

8/23/93  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**