

SPECIAL ASSISTANT TO THE UNIVERSITY PRESIDENT
FOR GOVERNMENT RELATIONS & STRATEGIC INITIATIVES

Function of Job:

Under direction of President, serve as university's primary contact point for public officials; develop, manage, and sustain positive relationships with state, federal, county and local officials interested in the work of the university; steward relationships with the Congressional Delegation offices; and coordinate other strategic initiatives with external partners as directed.

Characteristic Duties and Responsibilities:

1. In conjunction with president, provost and other university officials, educate New Hampshire leaders and public officials regarding the priorities, programs, resources and needs of the university.
2. With chief university officials, facilitate a comprehensive, university-wide process to identify, prioritize, and communicate major initiatives for federal legislation and funding; serve as key leader in university efforts to acquire funding through the state and federal appropriation processes; develop strong relationships with state agencies.
3. Develop an integrated advocacy mode in conjunction with officials in communications and advancement.
4. Coordinate with the USNH Government Affairs office to monitor and influence state legislative and regulatory activity and executive policies affecting higher education and the university; serve on the USNH's Council for Government Affairs; and update foremost stakeholders at the university on pending legislation and provide them the opportunity to participate in the legislative process.
5. Attend events in the State and in Washington to advance and nurture the university's relationship with government officials, staffs, and opinion leaders.
6. Oversee requests from state and local elected officials/staff concerning legislative correspondence and campus visits/tours and provide guidance to communications and advancement offices regarding president's interactions with elected/ appointed officials.
7. Hire, train, supervise, and evaluate staff as assigned.
8. Manage budget and provide records and reports as needed.
9. Engage with university colleges and institutes to develop strategies to support signature programs that attract students, state and federal dollars, and enhance the overall interdisciplinary focus of the university.
10. Participate in institutional professional development and training.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree in government relations, public policy, or closely related field and seven years of related experience.
2. Working knowledge and understanding of the political environment of New Hampshire State government, the federal government, and public policy.
3. Experience in higher education and understanding of methods of securing government support for university research and projects.

Additional Desirable Qualifications:

1. Work experience in a doctoral, research university.

11/1/09
System Approval

10/12/09
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.