AUBURN
Human Resources

Asst VP, Government Relations

Job Description

JOB INFORMATION

Job Code	EA06
Job Description Title	Asst VP, Government Relations
Pay Grade	DC10
Range Minimum	$254,280
33rd %	$305,130
Range Midpoint	$330,560
67th %	$355,990
Range Maximum	$406,840
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.

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	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 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	Degree in Mass Communications, Marketing, Business, Public Relations or related field. Preferred: Degree from Auburn University. Preferred: Post-graduate degree 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. 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				

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.

Travel Requirements:

Domestic