



JOB INFORMATION

Job Code	EA06
Job Description Title	Dir, Federal Relations (D.C.)
Pay Grade	DC09
Range Minimum	\$193,620
33rd %	\$232,350
Range Midpoint	\$251,710
67th %	\$271,070
Range Maximum	\$309,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/3/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Office of Federal Relations, based in Washington, DC, cultivates strong relationships beneficial for Auburn among federal government officials. The Office serves as the chief liaison between Auburn and elected and appointed officials in the federal legislative and executive branches. It also provides a service and support to policy makers, congressional staff and agency officials by bringing Auburn expertise and capabilities to bear on federal priorities. The Director leads federal relations efforts, creating positive working relationships with federal officials, advocating for university public policy goals, and advancing university programs that intersect with the federal government.

RESPONSIBILITIES

- Manages the Auburn University federal relations office and budget in Washington, DC.
- Works with senior university administrators and academic leadership in developing a federal relations strategy and legislative agenda that advances Auburn interests and priorities.
- Builds and fosters relationships with key legislative and executive branch officials and staff with a specific emphasis on the Alabama congressional delegation.
- Brings faculty, administrators, and students together with policymakers.
- Communicates university priorities to legislative and executive branch officials
- Monitors relevant legislative and budget developments and reports them to senior administrators and key faculty members.
- Responds to requests from congressional offices.
- Actively participates in higher education forums, conferences and organizations, as appropriate.
- Establishes a process for identifying federal grant opportunities that support Auburn research and sponsored programs and relaying those opportunities to appropriate university administrators and faculty.
- Identifies opportunities for faculty to participate in congressional hearings, federal advisory panels, review boards and other related activities. Responsible for providing talking points and prepare research for AU senior leadership and/or faculty in preparation for meetings, interviews, and other activities.
- Provide outreach to Auburn’s alumni working in Washington, D.C. in key policy positions.
- Serves as a resource to federal policy makers and staff; facilitates the exchange of ideas and expertise between Auburn faculty and administrators and federal officials, as appropriate.
- Translates scientific or otherwise complex research and academic scholarship for consumption by federal officials.
- Leads federal relations efforts, creating positive working relationships with federal officials.
- Reports to the Executive Vice President, Auburn University.

SUPERVISORY RESPONSIBILITIES

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.