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Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....6/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Legislative and Government Relations

DIVISION: President's Office

REPORTS TO: President

GRADE: 15

SUPERVISES:

BASIC FUNCTION:

Plan, develop and administer the overall government relations activities of the University. Serve as liaison to the Rhode Island General Assembly, the Office of the Governor, and the Congressional Delegation. Service as liaison to the Office of Higher Education and Board of Governors for Higher Education for coordinating government relations activities, as well as coordinate, with the Office of Higher Education, the University's efforts for bond issue campaigns. Serve as University leader and coordinator for the Grassroots Network, the state-wide volunteer legislative advocacy group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as University liaison to the General Assembly, Office of the Governor and assist with the Congressional Delegation.

Provide leadership, guidance, and management for the University's efforts, in coordination with the Office of Higher Education, for increasing state funding and promoting appropriate legislation, for URI and higher education.

Develop strategies to address the legislative needs of the University and higher education, as directed by the President.

Advise and recommend action on needed or pending legislation to the executive staff of the University.

Serve as URI's government relations liaison to the Office of Higher Education.

Serve as liaison to University administrators, faculty members, alumni and campus organizations involved in government relations on behalf of the University.

Develop/cultivate working relationships with the Congressional Delegation and their staffs in order to strengthen the University effectiveness at the national level. Assist, as requested by the President, the work of the Vice President for Research and Economic Development in coordinating events involving the Congressional Delegation and Federal Agencies in Rhode Island.

Assist the President and Vice President for Advancement in developing and implementing communications strategies for government relations projects for the University, including bond referenda.

Coordinate efforts in all the areas with the Division of Advancement.

Manage special projects and assignments as designated by the President.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in communications, business or related field, or Juris Doctorate; a minimum of five or more years of work experience in mass communications, public relations and government relations; ability to communicate effectively verbally and in writing; ability to interpret institutional policies, plans, objective, rules and regulations, and communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; ability to prepare and deliver oral presentations before small, medium and large groups of people, strong interpersonal skills.

Preferred: Higher Education experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.