

RUSO Government Relations Officer Job Description

Position Level:

Leadership

Position Overview:

Responsible for all facets of the Board's relationships with municipal, county, tribal, state, and federal governments. Develops the institutional comprehensive strategy in connecting governments and communities in support of the Board's goals. Works with senior leadership, staff and faculty to increase the Board's visibility among government leaders and agencies. Serves as a liaison between the Board and other agencies/departments and other organizations on governmental relations matters. Maintains a frequent physical presence at the Capitol during the legislative session in order to build relationships that benefit the university. Represents the Board on state committees, attends meetings and conferences as appropriate. Educates public officials on issues of importance to the Board, and to the Board leaders on issues important to public officials. Research, monitor, analyze, and evaluate legislation, regulation and public policy issues that may have an impact on the Board. Coordinates special projects on behalf of the Board. Performs other related duties as assigned in consultation with the Board.

Specific Essential Job Functions:

- Develops and manages government relations strategies advancing the Board's agenda.
- Tracks priority legislation and with consultation from the Board, provides recommendations to the Board about pending policy changes.
- Advises the Board and university leadership on government affairs issues.
- Establishes and implements short- and long-range goals, objectives, policies, and operating procedures for the Board's government relations and public affairs efforts.
- Reviews current state law and recommends legislative and regulatory changes to improve Board and university operations, efficiency, and funding.
- Drafts and prepares legislative proposals for statutory improvements to be submitted for introduction in the General Assembly.
- Writes and disseminates detailed analyses of state and federal legislation for executive leadership.
- Develops position statements and testimony on legislative bills and amendments.
- Interfaces with the Office of the Governor, state legislators, Oklahoma City and elected officials in cities where RUSO universities and campuses are located, and State Executive Departments.
- Maintains up-to-date information regarding higher education issues, problems, and legislative activities to inform the university community.
- Testifies at congressional, senate or committee hearings as requested.
- Participates in committees and workgroups for higher education in Oklahoma on behalf of the university as requested.
- Plans and arranges special meetings, forums, and events on and off campus with government officials and governing board. Including but not limited to RUSO board meetings, legislative luncheons hosted by RUSO universities on or off campus, and public speakers hosted by RUSO universities.
- Works with faculty and staff to invite elected officials to campuses for speaking engagements.
- At the Board's direction, constitutes ad hoc committees to formulate strategies, policies, and data to support the Board's position on various matters.
- Creates presentations and drafts public affairs talking points for the Board and other university officials to use.
- Conducts general policy analysis and research regarding public policy issues affecting higher education generally and the RUSO universities specifically
- Engages with national higher education advocacy and other organizations such as ACE, AASCU, NAICU, AJCU, NACUBO, NASFA, and COFHE, et al
- Encourages and supports student involvement in governmental issues
- Develops and maintains database used extensively for contact with members of Congress, Congressional staff, Administration officials and key University officials
- Complies with all relevant protocols and guidelines in conformance with the Oklahoma Ethics Commission rules

- Other related duties as assigned.

Qualifications/Experience Required:

- Bachelor's degree
- Minimum of 5 years' experience working closely with state government advocating for the interests of the employing entity
- Experience with research, data analysis and fact checking
- Flexibility to attend evening and weekend events as requested

Qualifications/Experience Preferred:

- Master's degree in Political Science, Public Administration, Public Policy or related field
- Five to seven years administrative experience developing, formulating public policy.
- Experience in Oklahoma state government and/or an institution of higher education.

Knowledge/Skills/Abilities:

- Strategic and operational understanding of government procedures and processes at the federal, state and local levels.
- Work autonomously with high levels of scope and latitude.
- Ability to think strategically and work as a member of an entrepreneurial team
- Self-motivated and highly organized, with careful attention to detail and a willingness to take initiative
- Superb written and verbal communication and relationship-building skills; ability to present effectively to small and large groups.
- Proficiency in Microsoft Office suite, including Outlook365, Word and basic Excel; and beginner-intermediate level skill in web content, social media, and cloud-based applications
- A demonstrable commitment to promoting and enhancing an inclusive community.

Physical Demands:

Reasonable accommodations (in accordance with ADA requirements) may be made, upon request, to enable individuals with disabilities to perform essential functions.

- Drive independently
- Travel daily and seasonal travel between the RUSO university campus locations, RUSO office, and the state Capitol, legislators offices and government offices.

Applicants should send a resume, cover letter, and three references to Sheridan McCaffree at smccaffree@ruso.edu.