

HACU JOB DESCRIPTION

Job Title: Senior Vice President for Policy and Government Relations
Department: Washington D.C. office
Reports To: President and CEO
FLSA Status: Exempt
Prepared By: Antonio R. Flores
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SUMMARY

The Senior Vice President for Policy and Government Relations aids the President and CEO of HACU in directing and coordinating activities for the function of congressional and federal administration relations. Develops and implements strategic action plans and sets policy/legislative initiatives to establish or enhance relationships with government, policy centers, Hispanic and other related organizations, and with higher education associations. Oversees all operations of the Washington, DC office and represents HACU President and CEO as needed. Assists the HACU President and CEO with tracking and addressing policy and legislation by performing the following duties personally or through subordinates:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitate and organize meetings, conferences/symposia with government/federal agencies, Hispanic-Serving Institutions, and other groups to promote specific objectives as outlined.

Write, publish and disseminate legislative alert announcements, briefs and member advisories for timely distribution to membership and other target groups as directed.

Monitor and evaluate pending legislation and regulations in development and identify their impact on Hispanic-Serving Institutions, other HACU members and students.

Work with HACU staff on research projects to gather data to support legislative initiatives and meet with congressional and executive staff on authorizing legislation and appropriations.

Serve as liaison to other educational organizations and higher education associations to develop mutually supportive policies and legislative initiatives.

Confer with President of HACU and other administrative personnel to review achievements and discuss required changes in strategies to best reach stated goals and objectives.

Serve as member or lead staff of management committees on special projects and initiatives.

Serve as liaison to HACU's standing committees of the Governing Board as assigned by the President of HACU.

Promote partnerships with federal agencies and refer related contacts for appropriate follow-up by the President and CEO or his/her designee.

Supervise HACU programs and staff based in the Washington D.C. Office; i.e., HACU National Internship Program, and other Federal Agency-HACU programs or initiatives.

Execute other duties as assigned by the President and CEO of HACU or his/her designee.

To develop and maintain professional relationships with a variety of stakeholders with diverse perspectives.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, as assigned by the President and CEO of HACU. Responsibilities would include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Doctoral or terminal degree in Higher Education, Public Administration, Law or related field with extensive experience in federal relations and policy analysis, preferably in higher education or education-related issues. A master's degree in the fields indicated above and unusually high-level and extensive experience in the core areas cited may be considered in lieu of a doctoral or terminal degree. Experience and/or training at the federal/state level on issues impacting Hispanics in higher education. Knowledge should include familiarity with the processes of legislation and federal appropriations. Experience in working with legislative staff and governmental regulation writers is most appropriate.

LANGUAGE SKILLS

Exceptional interpersonal skills, excellent oral and written communication skills are essential and Spanish language proficiency is highly desired. Ability to read, analyze, and interpret common business, governmental and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from high level government staff and officials, policy centers, Hispanic organizations, higher education organizations, regulatory agencies, and members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information in written reports and in verbal presentations to top management, federal agencies/departments, public groups, and governing board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Familiarity with developing and conforming to an annual office budget.

REASONING ABILITY

Strong analytical skills and ability to practice sound judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS

Proficiency with computers (e.g. word processing, PowerPoint, databases, legislative tracking software), and familiarity with educational issues affecting Hispanic students.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb stairs. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to travel frequently.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

We offer a friendly work environment, interesting, rewarding work and a generous company-paid benefits plan. Qualified candidates interested in joining our team of professionals should fax, mail or e-mail a resume with salary history and cover letter specifying position of interest to:

**HACU, Attention: Human Resources Dept.
8415 Datapoint Drive, Suite 400
San Antonio, TX 78229
Fax (210) 576-3293
jobs@hacu.net**