**H A C U**

**Job Description**

Job Title: Assistant Vice President of HNIP and Federal Relations

Department: HACU National Internship Program - Washington, DC

Reports To: Chief Advocacy Officer (CAO)

FLSA Status: Exempt

Date: 11/17/2017

Approved By: Luis Maldonado

SUMMARY

Manages, plans, directs, markets and coordinates all the activities of the federal component of the HACU summer, and two semester-long, National Internship Program (HNIP) sessions to ensure that goals or objectives of program are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate staff. Serves as a lead HACU administrator dealing with federal agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Establishes work plan and staffing for each phase of program and assignment of program personnel.

Collaborates with HACU Student Services department to assure seamless cooperation with corporate component of HNIP and comprehensive information about all HACU students programs (scholarships, Student Track, etc.) to both staff and intern candidates.

Confers with program staff to outline work plan and to assign duties, responsibilities, and scope of authority.

Directs and coordinates activities of program personnel to ensure project progresses on schedule and within prescribed budget.

Reviews bids for conformity to contract requirements and determines acceptable bids for HNIP and forwards bids or contract to management for approval.

Manages and ensures compliance with the various HNIP contractual requirements with multiple federal agency partners.

Conducts intern and federal department seminars and workshops.

Determines housing and travel needs of interns and facilitates these arrangements.

Coordinates program activities with activities of contracting federal agencies.

Identifies and cultivates relevant relationships in the federal and private sectors.

Maintains regular communication with and acts as principle liaison with federal contracting partners.

Develops, implements and updates a customer service focused strategic plan to be applied to HNIP’s work with federal departments and agency partners.

Develops and conducts marketing campaign for the promotion of HNIP to federal agencies and HACU member institutions.

Reviews status reports prepared by program and accounting personnel and modifies schedules or plans as required.

Assists the Chief Advocacy Officer in maintaining liaison with federal contracting partners in the areas of Internships and related student programs or other areas as needed.

Assists CAO & Development Department with cultivating Federal agency sponsorship support for HACU conferences.

Prepares required program reports for management and federal agencies.

Oversees compilation of data from program statistics for various personnel.

Develops, implements and updates policy & procedures for HNIP and ensures that proper techniques are used in decision making processes for the internship program.

Collaborates with the HACU finance department on all financial matters related to HNIP, including but not limited to budget preparation and oversight, expeditious collection of HNIP accounts payable, intern payroll, and program expenses, as well as the periodic procurement of a negotiated indirect cost rate with corresponding federal agencies.

Confers with program personnel to provide technical advice and to resolve problems.

Oversees and provides guidance to the HACU Alumni Association as the HACU staff liaison.

Manages and maintains Xcatalyst database of HNIP students.

Engages and participates with HACU leadership and delegated staff on necessary organizational meetings and events as well as prepares required reports/analysis, and performs other duties as assigned by senior management.

SUPERVISORY RESPONSIBILITIES

Directly supervises HNIP staff and HNIP seasonal staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training and developing employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in a timely manner.

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

Master's degree (M.A.) in education, business or related field; seven years of related experience and/or training; or an equivalent combination of education and experience. Demonstrated experience as an effective team leader.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common business and educational journals, financial reports, and legal and regulatory documents. Ability to respond to common inquiries or complaints from federal/governmental personnel, interns, staff or 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 to top management, federal/governmental agencies, educational institutions, corporate and public groups, and/or board of directors. Spanish language proficiency highly desired.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Strong experience with developing and conforming to an annual budget.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Excellent communication and writing skills. Computer knowledgeable in word processing and spreadsheet applications. Ability to develop and conduct training program and create expository materials. Must be able to travel.

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.

WORK ENVIRONMENT

Work environment mainly consists of office setting with little to moderate noise level. Some travel expected, some weekend & night work, especially during Conference/ recruitment/ and intern orientation times.