



USC University of
Southern California

Vice President, Federal Relations Job Description

JOB INFORMATION

<i>Job Code:</i>	199205
<i>Job Title:</i>	Vice President, Federal Relations
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Senior Executive
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	2 Senior Executive

JOB SUMMARY

Serves as chief federal affairs representative, advancing university missions throughout government. Develops, coordinates, and implements political advocacy strategies with federal, state, and local government officials, representatives, and agencies. Oversees a team and manages the university's Washington, D.C. office. Works closely with senior leadership.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ten years' experience in federal/governmental relations or related fields.
X		Five years' experience in management/supervisory roles.
X		Senior-level experience with federal legislative and agency processes.
X		Ability to establish strong relationships with government officials and agencies.
X		Hands-on experience with healthcare change policies, strategies and politics.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to lead with influence, expertise, and advocacy with key internal/external stakeholders.
X		Demonstrated interpersonal skills for collaborating across multiple departments, building consensus strategies and implementing plans.
X		Exemplary oral and written communication skills, exercising diplomacy, tact, discretion and confidentiality while interacting with diverse communities of colleagues.
X		Ability to compile and summarize information in succinct, understandable reports and formats.
X		Demonstrated project management, organizational and critical thinking skills, able to adjust to changing demands and pressing issues.
	X	Extensive leadership experience on Capitol Hill and/or in the executive branch.
	X	Demonstrated public speaking and/or media experience.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.
	X	Working knowledge of California and multi-state employment law.
	X	Knowledge and/or understanding of cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Leads federal relations and health policy teams shaping and advancing university strategies. Ensures strong relationships with policymakers, creates effective partnerships, and develops solid support for university priorities. Manages the university's Washington, D.C. office.				
Oversees issues management and communications on relevant federal and health policy matters. Works closely with internal/external stakeholders (e.g., research office, senior leadership). Manages contract relationships with lobbying firms and other vendors. Serves as a member of collaborative with government relations and civic engagement leads.				
Connects faculty, staff, and students with senior administrators, policymakers, and relevant thought-leadership opportunities. Serves as a resource for and partners with schools/departments (e.g., alumni affairs, D.C.-based student programs), designing, organizing, and coordinating events (e.g., briefings, visits with elected officials).				
Identifies opportunities for the university to impact federal policies, compete for funding, and provide strategic direction on how best to engage in dialogue on relevant issues. Serves as university representative, participating in councils and working groups related to key focus areas (e.g., American Association of Universities Council on Federal Relations).				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.