

**VANDERBILT UNIVERSITY'S OFFICE OF FEDERAL RELATIONS
SEEKS ASSISTANT DIRECTOR OF FEDERAL RELATIONS**

Vanderbilt University seeks a team player to join the Office of Federal Relations in its Washington, DC office to coordinate the Office's communications efforts and to assist in advancing the University's federal advocacy priorities with respect to federally-sponsored research, higher education policy and health policy.

Qualifications:

This position requires at least 3 years of Capitol Hill experience or the equivalent, preferably in areas related to communications and/or science and higher education policy. The successful candidate will have familiarity with research universities, particularly Vanderbilt. Ties to the Tennessee congressional delegation preferred but not required. The ability to interact effectively with key Members and staff in Congress, the Executive Branch, the higher education and research community in Washington, and senior administrators and faculty at Vanderbilt is critical.

The successful candidate must be a motivated self-starter and enthusiastic team player, possessing strong communications skills, both oral and written. Candidate must possess the ability to multi-task, quickly grasp details of a wide variety of legislative issues, and connect daily legislative and policy developments to the University's overarching goals of academic, health care and research excellence. The assistant director must also embrace and articulate the values and priorities of the University.

The assistant director joins the University's Office of Federal Relations team, reporting to the assistant vice chancellor for federal relations within the Division of Public Affairs.

Major Duties and Responsibilities:

- Assist in developing and implementing federal legislative strategies that advance the overall interests of Vanderbilt University and build the University's federal reputation and presence in Washington, consistent with the congressional climate.
- Identify, monitor, track and report on federal programmatic priorities within the budget and appropriations process as well as a variety of other federal higher education and science policy issues that affect Vanderbilt.
- Identify, attend and report on congressional hearings, briefings and other events of interest to Vanderbilt. Identify opportunities to increase Vanderbilt's profile among policymakers.
- Build and maintain strong professional relationships with federal policymakers and their staffs, primarily with the Tennessee congressional delegation.
- Coordinate and participate in Hill visits for visiting faculty and staff.
- Compile and edit electronic newsletters targeted at congressional staff and Vanderbilt officials.
- Help maintain the Office of Federal Relations' website and other communications tools.
- Spearhead the office's social media outreach and communications efforts.
- Actively participate in relevant task forces, coalitions and advocacy groups on behalf of the university.
- Help coordinate all events sponsored by the Office of Federal Relations.
- Ensure compliance with congressional ethics rules.
- Includes some administrative responsibilities.

This is a full-time position based in the University's Washington, D.C. office. Must be willing to travel to Vanderbilt's campus in Nashville, Tennessee, several times a year. Salary is dependent upon education and experience.

Background screens will be performed and education will be verified prior to employment. Please be prepared to provide required information and/or documentation.

Applications must be received by May 30, 2014 to be considered. To apply, please visit <http://www.vanderbilt.edu/work-at-vanderbilt/> and search for # 1406349.