



WEST VIRGINIA STATE UNIVERSITY

Special Assistant to the President for Government and Legislative Affairs Institute, WV

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is seeking an innovative and highly skilled individual to serve as the Special Assistant to the President for Government and Legislative Affairs. This position, reporting directly to the University President, plays a critical role in fostering positive relationships with local, state, and federal government entities to advance the university's mission, strategic initiatives, and long-term goals. The Special Assistant will represent the university in legislative matters, advocate for institutional priorities, and facilitate collaboration between the university and key government stakeholders. The position is a non-classified, non-essential, FLSA overtime exempt, full-time, benefit eligible position.

Key Responsibilities for the Special Assistant:

- Act as the primary staff liaison between the university and local, state, and federal government officials, agencies, and legislative bodies.
- Develop and implement a comprehensive strategy to promote the university's priorities in legislative and policy matters.
- Monitor and evaluate legislative and policy developments that impact higher education and the university, providing timely updates and recommendations to university leadership.

- Advocate for state and federal funding initiatives, research grants, and policy proposals that support the university's mission and operations.
- Build and maintain strong working relationships with elected officials, government agencies, legislative staff, and other stakeholders.
- Coordinate campus visits, events, and briefings for government officials to highlight the university's contributions to education, research, and community engagement.
- Prepare detailed policy analyses, reports, talking points, and legislative testimony to support advocacy efforts.
- Collaborate with university leadership, faculty, and staff to align governmental affairs strategies with institutional goals and strategic plans.
- Represent the university in coalitions, associations, and forums to amplify its voice in discussions affecting higher education.
- Facilitate communication and engagement between the university community and public officials on key policy initiatives.

Requirements for the Special Assistant

- Bachelor's degree in public administration, political science, public policy, or a related field (master's degree preferred).
- At least 3 years of professional experience in government relations, legislative affairs, or public policy, with a preference for experience in higher education or nonprofit sectors.
- Strong understanding of legislative processes at local, state, and federal levels.
- Proven track record of building productive relationships with government officials, legislative staff, and community stakeholders.
- Excellent communication and presentation skills, with the ability to effectively articulate complex ideas to diverse audiences.
- Demonstrated ability to analyze policy and legislative issues, develop strategies, and advocate for institutional priorities.
- Strong organizational skills and the ability to manage multiple projects with attention to detail and deadlines.
- Commitment to advancing the values of higher education.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter and the names and email addresses or phone numbers of three professional references by January 31, 2025. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 304-0766-3083 or ada@wvstateu.edu.