Assistant Director, Government and External Affairs

The Assistant Director, Government and External Affairs is a representative of the Board creating awareness, building relationships, and generating support for the Board and its public universities. This position reports to the Associate Vice President, Government Affairs and Community Relations.

This full-time position is responsible for working with Board leadership and the Regents to develop the Board’s strategic plan for public policy, government relations and community engagement. Works with elected officials, government officials and state agencies, and develops and maintains strong legislative and public relationships at the local, state, and federal levels. Participates in proactive programming to advocate and support the Board’s mission and to preserve and enhance government-funding opportunities. Provides strategic support and guidance related to external and community affairs including outreach and Regent involvement with various stakeholder groups in education, government, business, and community and trade associations.

Minimum qualifications include a Bachelor’s degree in a related field and three years of experience or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

The successful candidate will demonstrate an understanding of Arizona’s legislative processes and operations. This person will have knowledge and skill to thoroughly research information and is familiar with summarizing and researching legislation. The ability to analyze data in various formats and communicate complex and detailed information accurately in an easy-to-understand format to various constituencies. Public speaking skills. Strong attention to details. Strong interpersonal and networking skills and the ability to develop internal and external relationships. Ability to work effectively with people from culturally diverse backgrounds. Ability to work both independently and as part of a team.

Preference will be given to candidates that have knowledge of relevant policy issues and political dynamics in Arizona. Professional experience in an education environment or education policy. Those with existing professional relationships with Arizona elected officials and their staff. Experience in working with individuals of diverse political thought.

Applicants should send cover letter, resume and the names and telephone numbers of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of
The review of applicants will begin on August 17, 2020.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.