ASSISTANT DIRECTOR, FEDERAL RELATIONS
UCLA Government & Community Relations

This job is based in Los Angeles

Establish and foster relations with federal elected officials, policy makers, and higher education associations to promote advocacy efforts on behalf of UCLA. Research and provide information to elected officials about UCLA contributions to various communities and issues of interest. Develop in-depth campus expertise and knowledge on the Physical Sciences, Life Sciences, Engineering, and the Institute of the Environment and Sustainability that will be helpful to serve as a resource to those departments in communicating federal related issues. Analyze legislation and regulations that affect research funding and policy. Conceptualize and implement informational programs, special events, and issue briefings that reflect University priorities in order to inform and increase support among legislators, agency representatives, and their staff. Develop and initiate cultivation strategies and conduct outreach activities for legislative policies at the Federal level. Identify issues and obtain information regarding pending legislation and legislative actions. Implement advocacy campaigns in support of University of California initiatives. Represent the unit and the University at meetings, hearings, and external events related to federal relations. Analyze and evaluate complex issues and situations involving legislators and community leaders, determine need for referral or action, and develop and implement solutions.

QUALIFICATIONS:

- Knowledge and understanding of the federal government, both the legislative and executive branches, including the processes for action by each branch and organization of the legislature and agencies.
- Ability to develop good working relationships with diverse groups of legislators, agency and legislative staff, UCLA administrators, and External Affairs colleagues.
- Knowledge and understanding of political institutions and organizations at the federal level.
- Knowledge and understanding of the organization and functions of a major teaching and research university and the California higher education system.
- Excellent ability to interact with diverse publics and constituents of diverse backgrounds.
- Possess highly developed analytical and conceptual skills for use in advocacy programs, government relations, issues management, and managerial support.
- Good planning and organizational skills to prioritize, establish timelines, and perform effectively under conditions of fluctuating workload.
- Excellent writing skills to produce proposals, reports, and business correspondence.
- Outstanding oral communication skills to make presentations to individuals or groups and to communicate with diverse publics.
- Demonstrated experience in developing, planning, implementing, and evaluating special projects and programs preferred.

UCLA offers an excellent benefits package.
Interested applicants should apply by to:
https://hr.mycareer.ucla.edu
Req. No. 23279
For more information, contact Andre Moore at 310/794-6805

AA/EOE