Position Description
Vice Chancellor for Governmental Relations

The University of Texas System (UT System) Office of Governmental Relations (OGR) supports the UT System and its 14 institutions in the pursuit of excellence in education, research, health care, and service. OGR accomplishes this by principally by advancing the vision, priorities, goals, and needs of the UT System to political leaders and governing bodies at the state, federal, and local levels. OGR serves as the primary liaison between the UT System Board of Regents and Administration and the legislature, executive branch, and state agencies of Texas, as well as the US Congress and agencies in the nation’s capital.

KEY RESPONSIBILITIES

The Vice Chancellor for Governmental Relations reports to the UT System Chancellor, is a member of the executive management team, and serves as a senior advisor to the Board of Regents, UT System Administration, and the UT institutions.

The Vice Chancellor provides oversight of the UT System approach to issues and governmental actions affecting higher education and interacts with federal, state, and local officials on behalf of the UT System through established strong working relationships with those officials, including elected representatives and staff at all levels in state government. The Vice Chancellor, along with the team in the Office of Governmental Relations, provides strategic advice on legislative and public policy issues and engages elected officials to enhance public and governmental support for the of the UT System and its institutions.

ESSENTIAL FUNCTIONS

The Vice Chancellor for Governmental Relations works with the Chancellor and other members of the executive management team to develop strategy and engage with state, federal, and local legislators and other leaders.

- Assist the Chancellor in the development and implementation of strategy, communication, and legislative engagement.
- Serve as the principal focus of inquiries from executive and legislative officials. Inform and effectively communicate with public officials regarding the local, state, and national impact of the UT System.
- Coordinate legislative calendars for testimony by Chancellor, Regents, and other UT officials.
- Oversee operations of OGR in Austin and Washington, D.C.
- Other duties as assigned.
PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The candidate must possess comprehensive knowledge of state government structures and legislative and appropriations decision-making processes gained through extensive experience; an understanding of current developments in Texas higher education policy; demonstrated ability to analyze the impact of government mandates, including cost implications; familiarity and preferably direct experience with legislative drafting and statutory construction; the ability to work effectively with senior executives; demonstrated ability to analyze complex issues and develop effective problem-resolution strategies; demonstrated ability to develop positive working relationships with government officials, elected representatives and staff at all levels; demonstrated ability to collaborate and work in complex operational and strategic government relations environments; excellent verbal and written communications skills; and strong interpersonal skills.

LEADERSHIP CHARACTERISTICS

Qualified candidates for Vice Chancellor for Governmental Relations will also possess the following leadership characteristics:

- Unchallengeable integrity
- Ability to address complex challenges and make effective decisions
- Innovative thinker
- Creative manager who brings innovative ideas and solutions
- Effective strategist
- Works collaboratively
- Inspires people to excellence; establishes and effectively communicates goals; assesses accomplishments with a focus on accountability; conveys useful feedback.
- Able to delegate effectively and prioritize
- Communicates effectively
- Manages relationships with all constituencies well

How to Apply

To be considered, applicants must submit all required materials to the Office of Talent and Innovation at OTI@utsystem.edu.

Required Application Materials

- Resume or Curriculum Vitae
- References (no references will be contacted unless potential candidate has been notified)
- Letter of Interest
Additional Information:

The standard retirement plan for this position is the Teacher Retirement System of Texas (TRS). However, the incumbent of this position may elect the Optional Retirement Program (ORP) subject to the position being 40 hours per week and at least 135 days in length.

A background check will be conducted on applicants under final consideration. The background check may include any or all of the following: criminal history check, prior employment verification, education verification, professional references check, and motor vehicle records check. Background checks are conducted by third-party vendors. Upon request from the third-party vendor, candidates under final consideration must provide the required information for the background checks to be completed.

A summary of benefits can be found [here](link).

**Equal Opportunity Statement:** The University of Texas System is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the [Office of Talent & Innovation](link).