Policy & Research Coordinator

Position Description
The Policy & Research Coordinator serves as the policy analyst for public policies pertaining to higher education and public policies that affect college students. The Policy & Research Coordinator researches complex issues, crafts possible solutions, and recommends policy actions and potential advocacy efforts. The Policy & Research Coordinator reports directly to the Associate Director for Governmental Relations.

Responsibilities
- Monitor the activities of local, state, and federal agencies including the City of Houston, Harris County, Texas Legislature, United States Congress, and U.S. Department of Education. Furthermore, develop policy agendas and implement advocacy plans.
- Monitor the effectiveness of public policy advocacy efforts and provide regular updates on progress.
- Work closely with the UH System/UH Office of Governmental and Community Relations.
- Work closely with the UH Political Action Committee and UH Young Professionals for Political Action.
- Work closely with the Greater Houston Partnership.
- Serve as a liaison to the Houston City Council.
- Serve on University-wide Community Service Committee
- Attend weekly departmental meetings and monthly Executive Staff meetings.
- Attend all SGA Senate meetings and events.
- Serve on at least one (1) University Committee.
- Any other duties as assigned by the Associate Director for Governmental Relations, Director of External Affairs and/or President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of the University of Houston
- Interest in policies and programs that affect college students and higher education in general

Requirements
- Good Academic & Disciplinary standing
- Hold minimum 10 hours/week of office hours

Contact
For questions and/or more information please contact the Director of External Affairs at sgaext@central.uh.edu.