

Director of External Affairs
North Carolina A & T State University

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Posted Jan. 21, 2021, set to expire Dec. 5, 2021

Job Title	Director of External Affairs
Department	State & Community Relations
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Jan. 21, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - General
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Job Description

Primary Purpose of Position

As Director of External Affairs, the candidate will employ excellent communication skills, both oral and written to represent the university's position at the local, state, and national levels. In this position there must be extensive political knowledge and savvy with a keen understanding of the political process at the local, state, national, and international level. The successful candidate must establish and maintain relationships within the business, political and community arenas while developing strong relations with special interest groups/organizations and internal constituents.

Primary Function of Organizational Unit

The primary purpose of the Office of the Chancellor is to promote the educational excellence and general development and welfare of the institution. The Office of the Chancellor directs the mission and vision of the university. Accordingly, the office staff ensures the administrative needs of the chancellor are met and provides administrative support to the chancellor by assisting with the daily operations of the university and acting as the initial contact for university administrators, faculty, staff and students;



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and visitors.

North Carolina Agricultural and Technical State University is one of America's highly-respected universities, focused on interdisciplinary research, creative scholarship, exemplary undergraduate and graduate instruction, and community service and engagement. North Carolina A&T State University is one of seventeen institutions of The University of North Carolina System and is a Doctoral, Land-Grant and "Higher Research Activity" institution committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service. The University offers degree programs at the baccalaureate, masters, and doctoral levels. The University enrolls approximately 11,000 students and employs more than 1,800 faculty and staff.

Minimum Requirements

Master's degree or a Bachelor's degree in public policy, political science or equivalent related field with at least 5 years Government Relations/Legislative experience or related experience commensurate. Strong customer relations skills.

Preferred Years Experience, Skills, Training, Education

- Previous experience in product, program and/or services marketing and account management.
- Ability to drive cross-functional groups toward a common goal.
- Experience with project management and the ability to manage multiple projects and competing priorities simultaneously.
- Understands how to implement integrated programs across channels including digital and print.
- Experience with market research and data analysis.
- Demonstrated problem solver.
- Excellent written and oral communication and presentation skills.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact