

EXHIBIT 28

POSITION:	FR05
TITLE:	Assistant Director (Foundation Relations for Legislation)
INCUMBENT:	Susan Bruno
OFFICE:	Foundation Relations
DATE:	May, 2003

Scope:

Reporting to the Senior Vice President for External Affairs, the incumbent will track Federal Legislative and Congressional Hearings for Federal Legislative policy with potential impact on the State University of New York, its campus faculty and students. In addition the incumbent as a member of the Foundation Relations staff will assist with identifying and targeting additional federal funding for campus benefit.

Duties:

Responsible for researching and marshalling campuses toward federal appropriations from both agencies and discretionary funding streams critical in expanding SUNY's sponsored programs.

Work with managers and other experts to provide information to various groups, including, executives, managers, and staff at SUNY campuses, federal and state legislative leaders and their staffs and the general public. This involves:

Responsible for monitoring Federal Executive Branch and Congressional Legislative activity for potential impact on the SUNY system, its campuses, administrators, faculty and students. Duties will include daily monitoring of legislative activity in the nation's capital to include: bill introduction, congressional legislation and oversight hearings. Executive Branch legislative input (in all forms) and the floor activity of both Houses of the U.S. Congress. The incumbent will utilize a series of reporting services to remain abreast of the latest breaking news and long-term developing trends. The incumbent will work with the Senior Vice President and Assistant Vice President to appropriately disseminate this material to the SUNY System Campuses through the Presidents and Chief Governmental Affairs Officers.

Monitor the activity of higher education advocacy groups and member organizations relative to Congressional and Executive Branch Legislation activity and ensure that a broad-cross section of higher education community points of advocacy or legislative dissent are widely disseminated to State University leaders.

RF-01438

May meet with external audiences to present material on behalf of Foundation Relations.

May answer inquiries from outside audiences.

Education/Experience:

Bachelor's degree or equivalent

Excellent written and verbal communication skills.

Experience in legislative tracking, executive agency monitoring and liaison and appropriations advocacy.

Able to work in complex environment and manage multiple priorities.

Commitment to working in a team-oriented environment

Ability and willingness to travel