Eastern Washington University  
University Policy Administrator  
Job Description

**Primary Purpose:** The Policy Administrator provides leadership and technical expertise to improve, produce, and maintain accurate policies, WAC’s and guidelines for Eastern Washington University. The Policy Administrator should be viewed as a resource that is available to all departments.

**Job Duties:**

- Responsible for administration of WAC changes through the rule coordination process acting as liaison between the university and the Code Revisers Office.
- Establish & maintain the university database & historical files for each policy revisions & approval.
- Organizes and leads policy teams to analyze and gather comments on proposed changes to existing policies or drafts of new policy language.
- Advises Associate to the President on proposed policy changes/additions
- Design and implement policy update plan. Set objectives and goals; plan and coordinate activities and projects; define milestones, set deadlines, develop schedules.
- Ensure policies are in line with the goals and mission of the university
- Develop university policies based on the advice and counsel from Associate to the President and other university personnel
- Provides consultation, makes recommendations, gives appropriate advice, and/or facilitates decisions on policy changes/additions.
- Conduct research to identify new or improved models for current university policies & procedures
- Develops schedule for policy review to insure policies are appropriate and current
- Implement a new policy format and manual
- Post policies on the EWU web site and update as required
- Prepares written & oral reports interpreting and detailing relevant legislative and regulatory developments and proposes appropriate strategy for response to legislation
- Prepare presentations and summary reports concerning policy changes
- Maintains working relationships with campus constituents and the Board of Trustees
- Perform other duties as assigned

**Knowledge, Skills & Abilities**

- Demonstrated critical appraisal skills
- Oral & Written communication skills
- Project management & organization Skills
- Ability to work independently
- Knowledge of the University mission, vision and values
- Knowledge of EWU operations processes, goals, & objectives
• Experience with web content management
• Knowledge of conducting research on the world wide web

**Qualifications:**
Bachelor’s degree in Business Administration or Public Policy with preference given to those candidates with Master’s Degrees in these disciplines. Experience managing policies which includes interpreting and writing policies required. Experience creating and maintaining databases to support record systems required. Experience working for a public entity and/or institution of higher education preferred.

Position reports to Associate to the President/Chief of Staff
Exemption Criteria – Policy Formulation
OT Exemption - Administrative