
Auburn University Job Description

Job Title: **Exec Dir, AU Huntsvl Ofc, Rsch**

Job Family: No Family

Job Code: **HC43***

Unclassified

FLSA status: Exempt

Job Summary

Directs the activities of the Auburn University office located in Huntsville to increase and enhance the level of research and funding activities with various governmental agencies and private industries in the Huntsville area.

Essential Functions

1. Provides management and oversight of daily operations, personnel management, and financial planning of the AU Huntsville office.
2. Initiates and cultivates relationships with local agencies and industries to build research and educational programs for Auburn University.
3. Identifies and pursues research opportunities and organizes research proposals to promote Auburn University's interests.
4. Coordinates research opportunities between Auburn University faculty and staff and governmental agencies and private industries in the Huntsville area.
5. Establishes and grows research funding for Auburn University through opportunities in the Huntsville area.
6. Coordinates contracts and grants negotiations between Auburn University and funding agencies and resolves potential issues associated with terms and conditions.
7. Conducts contract research and completes progress reports and final reports as required.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Ph.D.	Degree in Higher Education, Business Administration, Science, or related field
Experience (yrs.)	10	Experience in coordinating research teams, developing research opportunities, grant preparation, and grant accounting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of local, national and international funding sources.

Certification or Licensure Requirements

Must be able to obtain Top Secret (TS) security clearance.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/9/2011
