AUBURN
Human Resources

Mgr, Academic Programs

Job Description

JOB INFORMATION

Job Code	AA25
Job Description Title	Mgr, Academic Programs
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Manages and directs the overall direction of academic related program(s) and service(s).

RESPONSIBILITIES

- Plans, directs, and manages activities to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters.
- Provides the essential day-to-day management to ensure that contractual obligations are met and that programmatic aspects critical to the success of the project are implemented.
- Consistently reviews and evaluates project's programs to provide feedback and recommendations to partners.
- Oversees and monitors budget and grant funding to ensure expenditures are within specifications and are in line with project projections and in compliance with both federal and Auburn University policies and procedures.
- Directs resolution efforts and coordinates solutions when budget or accounting issues arise with Contracts and Grants or funder.
- Manages and coordinates the preparation and submission of project status reports to funder to document the program's effectiveness and impact.
- Manages the submission of partner subcontracts to the Office of Sponsored Programs, determining and writing supplemental specifications.
- Acts as primary liaison with the funder, providing timely information as requested.
- Determines public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in discipline related to program	and	5 years of	experience in project or program administration.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contract and grant administration, technical writing, and composing financial spreadsheets and reports.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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