AUBURN
Human Resources

Mgr, COAG Academic & Research Program Services

Job Description

JOB INFORMATION

Job Code	AB50
Job Description Title	Mgr, COAG Academic & Research Program Services
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/26/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Maintains and evaluates the overall direction of the College of Agriculture's (COAG) academic and research-related program(s) and serves as the Primary Contact for the Center for Advanced Science, Innovation, and Commerce (CASIC) Building.

RESPONSIBILITIES

- Coordinates academic and research-related activities to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters.
- Provides essential day-to-day management of academic and research-related activities to ensure that contractual obligations are met and that programmatic aspects critical to the success of the project are implemented.
- Acts as primary liaison between administrators, faculty, staff, and students concerning academic and research-related program/services, policies, and procedures.
- Determines program's public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.
- Consistently reviews and evaluates program's academic and research-related programs to provide feedback and recommendations to partners.
- Serves as program's administrator for budget and grant funding to ensure expenditures are within specifications and are in line with projections and in compliance with both federal and Auburn University policies and procedures.
- Serves as liaison between the Facilities Division, Dean, faculty, staff, students, and various contractors providing services to the CASIC Building.
- Coordinates/oversees the daily administration/supervision of equipment, service personnel, and facilities within the CASIC Building.
- Generates, retrieves, and reports records related to assigned buildings to Dean, University, and/or outside reporting agencies in addition to planning, recommending, and submitting short and long term departmental/facilities goals.
- Coordinates vehicle reservations, maintenance, fueling, and cleaning when vehicles are assigned to a facility.

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	May supervise employees but supervision is not the main focus of the job.

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	Degree in discipline related to program.	and	5 years of	Experience in project or program administration, coordination, planning, and overseeing various support personnel.	

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:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				25 pounds
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.