AUBURN
Human Resources

Spec, AI Business Development

Job Description

JOB INFORMATION

Job Code	AC36
Job Description Title	Spec, AI Business Development
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	157 Provost & SeniorVP Academic Affairs
Approved Date:	10/6/2025 1:46:41 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Instructional Technology & Design

JOB SUMMARY

The AI Business Development Specialist leads educational innovation and business development efforts to promote Artificial Intelligence (AI) literacy and responsible technology use across Auburn's teaching and learning community. Designs and delivers AI education programs for K-12 teachers, faculty, and students while building partnerships and securing grant funding for educational initiatives.

RESPONSIBILITIES

- Strategic Business Development & Grant Acquisition: Identifies, cultivates, and maintains relationships with internal and external partners to secure funding for innovative teaching and learning projects. Coordinates grants-seeking efforts for programs such as online course development, AI consultation, and immersive learning. Supports strategic storytelling and dissemination to position the Biggio Center as a leader in educational innovation.
- AI Literacy & Educational Innovation: Leads and supports initiatives that promote AI literacy and responsible use among pre-service and in-service K-12 teachers, Auburn faculty, and students. Provides curriculum design, workshop delivery, resource development, and cross-campus collaboration to embed AI competencies in teaching and learning.
- Research Design & Evaluation: Supports the design, implementation, and evaluation of research efforts related to Biggio Center programming. Assists with IRB protocols, creates data collection instruments, and contributes to data analysis to ensure high-impact programs are continuously improved and effectively communicated to stakeholders.
- AI-Driven Operational Insight: Uses AI tools and data analysis to identify opportunities for increasing the efficiency and effectiveness of Biggio Center operations. Collaborates with staff to design workflows that incorporate automation, reduce bottlenecks, and enhance service delivery.
- Institutional Communications Support: Collaborates with the Office of the Provost communications team to draft stories, social media posts, and event recaps. Attends and photographs relevant events to ensure the Biggio Center’s work is documented, celebrated, and shared with the Auburn community and beyond.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
Master's Degree	in Higher Education, Business Analytics, or related field	and	2 years of	experience in grant writing and proposal development, research methods, data analysis, or program development.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated experience in business development, data analysis and strategic planning.	
Strong written and verbal communication skills.	
Experience in grant writing and securing funding.	
Knowledge of AI applications in higher education and business.	
Familiarity with research compliance, including IRB processes.	

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				
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			