AUBURN
Human Resources

COACH Operations Manager

Job Description

JOB INFORMATION

Job Code	AD12
Job Description Title	COACH Operations Manager
Pay Grade	FO08
Range Minimum	$50,020
33rd %	$60,030
Range Midpoint	$65,030
67th %	$70,030
Range Maximum	$80,040
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:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Reporting to the Associate Dean Research, the Director of COACH Operations directs the operations and coordinates financial strategies of the Center for Opioid Research, Education and Outreach (COACH) to support the mission of COACH and the Harrison School of Pharmacy (HSOP).

RESPONSIBILITIES

- Develops comprehensive business plans for new initiatives, marketing, forecasting and collaborations. Develops relationships with constituents to advance the research and program in order to achieve the mission of the center. Works with HSOP administrative leadership to develop and deliver key messages through presentations, print and electronic media; coordinates and oversees the development of a range of the website and social media accounts.
- Collaborates with the Department of Proposal Services to prepare and submit funding proposals and serves as their primary point of contact during the review, award and term of the project.
- Initiates, directs, and assists in new outreach programming related to COACH. Develops and coordinates outreach presentation requests, workshops and programming. Works with faculty and staff to plan and host all related events; solicits feedback. Strategizes and implements best practices in the design, development and oversight of programs.
- Develops financial strategies to ensure the operating viability of COACH through analysis of financial data. Prepares and submits financial forms for proposals, grants, and budgeting. Manages the finances so that adequate reserves are available to meet future needs. Provides high level programmatic support by recommending and implementing improvements to programs, procedures, and practices. Provides researchers and administrative leadership with analyses, projections, and trends necessary to keep COACH at the forefront of the industry.
- Responsible for monitoring all funding contracts and ensuring compliance.
- Reviews documentation for compliance with University, HSOP, grantor, legal, cost accounting standards and other guidelines.

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	
Bachelor's Degree	No specific discipline. Master's degree desired.	and	5 years of	Experience in project or program management to include identifying funding sources and completing successful grant proposals, post award management to include contracts and grants accounting, establishing collaborative relationships and coordinating complex projects with various stakeholders and participants to include event planning, and/or writing publications and presentations. Experience with public health, substance abuse, health policy, health sciences is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of budgeting, contract development and review, contracts and grants accounting, grant writing, event planning, and data analysis.	
Knowledge of funding sources and related databases such as government and foundation funding databases.	
Knowledge of general accounting practices.	
Knowledge of grant proposal development and management.	
Knowledge of presentation software to include PowerPoint, tables, graphs, charts, etc.	
Knowledge of social media and web communications (may only coordinate with our communications team).	
Skills in communicating effectively to various stakeholders and participants as well as written communication of mission, events and grant proposals.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
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.