AUBURN
Human Resources

Mrg, Project Operations, Engineering

Job Description

JOB INFORMATION

Job Code	CA84
Job Description Title	Mrg, Project Operations, Engineering
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	128 Samuel Ginn Col of Engineering
Approved Date:	6/3/2025 2:24:46 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Manager of Project Operations manages project timelines, budgets, and deliverables, as well as collaborating with stakeholders, study teams, and external partners.

RESPONSIBILITIES

- Oversees the daily sponsored project operations for assigned Engineering projects which includes data collection sent to customers, deliverables sent in a timely manner, daily phone calls, meeting schedules, adherence to standard procedures, and meet reporting requirements.
- Ensures program deliverables are met, including data analysis, resource forecasting, and monthly or quarterly task reporting. Assigns labor as needed to fulfill programmatic tasks.
- Provides program support for sponsor programming, which includes monthly financial and task reporting, processing requisitions, vendor vouchers, purchase orders, sole source justifications.
- Provides support for research office related activities which includes managing logistics for faculty colloquium, SGCOE Center Directors meetings, and Best Practices in Research Excellence workshops.
- Acts as primary liaison with the funder, providing timely information as requested.
- Enhances data analysis through development of tools that aid with tracking student contractors progress while assigned to programs and post-graduation.
- Manages student contractors for sponsored research projects, including staffing. Guides students through hiring, background checks, drug testing, and security clearances if needed. Monitoring payroll and EPAFs to ensure students are properly paid and work is properly accounted for. Manage student team assignments and promotions.
- Monitors payroll and EPAFs to ensure accurate and appropriate compensation from designated project lines.
- Provides financial and business support for ongoing project success by processing requisitions, vendor vouchers, purchase orders, sole source justifications, and disclosure forms, and keeps the requests on track within the university processes.
- Provides post award management which includes providing invoice calculations and backup for labor-hour contracts, monitoring hours reporting, task reporting, forecasting

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	no specific discipline	and	4 years of	experience in project or program management and administration.	Or
Master's Degree	no specific discipline	and	2 years of	experience in project or program management and administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of process improvement techniques and application.	
Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.	
Strong working knowledge of Microsoft Excel.	
Strong organizations and communication skills.	

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			