AUBURN
Human Resources

Assoc VP, Economic Development

Job Description

JOB INFORMATION

Job Code	EC11
Job Description Title	Assoc VP, Economic Development
Pay Grade	REUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2018

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Technology Commercialization & Economic Development

JOB SUMMARY

The Chief of Staff and VP, Economic Development and Industry Relations is a member of the President's Cabinet and serves as the senior executive responsible for the vision, leadership, and management oversight for all business and economic development activity related to Auburn University and the Auburn Research and Technology Foundation (ARTF). Additionally, this position manages, facilitates, coordinates, and directs key functions and activities of the President's Office and interfaces with Senior Officers of the University, and other such individuals as shall from time-to-time provide direct support to the Office of the President.

RESPONSIBILITIES

- Assures the effective and efficient operation of assigned functional areas by providing sound leadership, direction, and direct staff support to the President, with the primary goal of implementing the President's vision and successfully achieving Auburn University’s mission.
- Represents the President at a variety of internal and external meetings and events and represents the perspectives of the President in meetings involving senior management discussions of policies and procedures.
- Ensures the efficient operation of the Office of the President and carries out special projects as directed by the President. Prepares and/or directs the preparation of correspondence relative to the President's Office regarding communications, public relations, and public education matters.
- Serves as the President's liaison with vice presidents and other senior staff. At the President's direction, serves as liaison to government agencies, commissions, and associations, and stakeholders in public higher education.
- Leads studies and research projects and conducts fact-finding on sensitive issues as directed by the President.
- Works collaboratively with senior officials and other managers in addressing crisis situations that may have a University-wide impact.
- Assists in the coordination of such community relations activities as may be required to successfully advance the vision and agenda of the President.
- Works collaboratively with the President's staff and others in coordinating or directing the planning and implementation of major University ceremonies and events hosted by the President.
- Assists in the development, coordination, and implementation of the Auburn University strategic plan.
- Working with senior staff, reviews suggested policies and provides the President or vice presidents with recommended modifications.
- Provides day-to-day supervision of individual divisions or administrative units assigned to the Office of the President by the President at his discretion.

RESPONSIBILITIES

- Where appropriate and required by circumstance, serves as spokesperson for Auburn University.
- Serves as a member of the President's Cabinet and as an advocate and catalyst for university economic development initiatives by providing leadership, management, and guidance in support of cross-campus efforts.
- Serves as the principal economic development and industry relations executive for the University, serving as liaison between the University and public/private economic development entities. Manages partner relationships with stakeholders from businesses and industry, entrepreneurs, nonprofit organizations, trade associations, government agencies, communities, and foundations as they seek to access Auburn University expertise, capabilities, business and technical services, as well as innovation, which might serve as a foundation for economic development.
- Serves as the President of the Auburn Research and Technology Foundations (ARTF), which manages the Auburn Research Park and various programs, real estate, and industry contracts for research and service.
- Maintains the ARTF Governance Model, including by-laws, Auburn Research Park Covenants, Legal and Financial Oversight, and is responsible for developing the rationale for changes made to the model.
- Provides senior leadership and reporting for university intellectual property protection, licensing, and industry contracting through the Office of Innovation Advancement and Commercialization.
- Provides senior leadership and reporting for the Auburn University Huntsville Research Center and the industry and government contracting through that organization.
- Identifies and develops new opportunities, initiatives, and partnerships with national and international corporations whose products and services are aligned with the research priorities of Auburn University.
- Develops annual staffing, budget, and operating plan for economic development and industrial relations programs.
- Promotes industry partnerships, including connecting industry to resources at the University, and determines optimal ways to engage industry partners with faculty.
- Supports the University research enterprise through the development of appropriate contracting options with state and federal agencies, as well as current and potential industry partners.
- Develops and promotes funding strategies and business plans to grow the capital investment needed to support, maintain, and advance the Auburn Research Park.
- Responsible for the development and execution of the Auburn University Research Park Master Plan.
- Supervises others with full supervisory responsibility including, but not limited to, employees of the Office of Economic Development and Industry Relations, the Office of the President, and individual divisions or administrative units assigned to the Office of the President.

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	Supervises others with full supervisory responsibility.

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	received from accredited institution	and	15 years of	Experience in corporate business development or industrial relations, workforce and economic development, or entrepreneurial activities is required. Activity related to managing collaboration between higher education and multiple external stakeholders is preferred. Individual should possess working knowledge and experience with	Or

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
				emerging technologies, start-up ventures, and high growth enterprises.	
Master's Degree	received from accredited institution	and	10 years of	Experience in corporate business development or industrial relations, workforce and economic development, or entrepreneurial activities is required. Activity related to managing collaboration between higher education and multiple external stakeholders is preferred. Individual should possess working knowledge and experience with emerging technologies, start-up ventures, and high growth enterprises.	Or
PhD	received from accredited institution	and	8 years of	Experience in corporate business development or industrial relations, workforce and economic development, or entrepreneurial activities is required. Activity related to managing collaboration between higher education and multiple external stakeholders is preferred. Individual should possess working knowledge and experience with emerging technologies, start-up ventures, and high growth enterprises.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated ability to manage large and diverse organizations, with emphasis in the field of higher education government, or a field enhancing the direction of functions specific to the delivery of services in a higher education setting. Demonstrated ability to develop strategic plans and policies and to orient people toward achieving desired results. Demonstrated commitment to organizational effectiveness and excellence.	
It is expected that there will be up to one year of on-the-job training required to learn all the major duties and be able to perform them at a fully competent and proficient level.	

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				
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:

Ability to see information in print and/or electronically.