AUBURN
Human Resources

Exec Dir, AU Res & Tech Fndtn

Job Description

JOB INFORMATION

Job Code	GA15
Job Description Title	Exec Dir, AU Res & Tech Fndtn
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	8/21/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Vice President for Research & Economic Development, the senior executive responsible for the vision, leadership, management, oversight, and direction of the Auburn Research and Technology Foundation, Auburn Research Park, the Office of Innovation, Advancement, and Commercialization, and the Office of External Engagement and Support.

RESPONSIBILITIES

- Serves as the principal executive and advocate for university innovation, commercialization and engagement initiatives by providing leadership, management, guidance, and support across campus by promoting collaboration. Assures the effective and efficient operations of assigned functional areas by providing sound leadership, direction, and support to staff.
- Serves as the Executive Director 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. Promotes the mission of ARTF by growing the research enterprise through new contracts and partnerships, translating applied research into commercialized opportunities and new business ventures.
- Maintains the ARTF Governance Model, including by-laws, Auburn Research Park Covenants, Legal and Financial Oversight, and is responsible for developing rationale for changes made to the model.
- Promotes industry partners including connecting industry to resources at the University, and determines optimal ways to engage industry partners with faculty. 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 may serve to generate revenue for the university and benefit the state and regional economy.
- Provides senior leadership and reporting for university intellectual property protection, licensing, and industry contracting through the Office of Innovation Advancement and Commercialization.
- Develops and promotes funding strategies and comprehensive business plan to grow the capital investment needed to support, maintain, and advance Auburn Research Park.
- Responsible for development and execution of the Auburn University Research Park Master Plan.

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	Degree from accredited institution.	and	15 years of	Experience in corporate business development or industrial relations, economic development, or entrepreneurial activities is required. Activity related to managing collaboration between higher education and multiple external stakeholders is preferred. Individuals 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.	

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		
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.