AUBURN
Human Resources

Asst Dir, Business Operations & Strategic Initiatives

JOB INFORMATION

Job Code	GA21
Job Description Title	Asst Dir, Business Operations & Strategic Initiatives
Pay Grade	RE11
Range Minimum	$74,730
33rd %	$94,660
Range Midpoint	$104,620
67th %	$114,580
Range Maximum	$134,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/21/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides professional assistance and advice to the Executive Director of the Office for External Engagement in relation to business operations, economic development activity, special projects, programs, initiatives and communications, including internal and external relations.

RESPONSIBILITIES

- Provides leadership and executes special projects and initiatives for the Office of the Vice President for Research and Economic Development (OVPRED). Project responsibilities relate to administration, economic development, external engagement, communications, and may include special requests from other units under the OVPRED.
- Serves on, leads, and coordinates various committees and task forces, as well as directs essential administrative functions.
- Develops relationships with Auburn University constituents/clients including state and national commodity groups, industry representatives, federal and state agencies, and similar as appropriate to advance the research and economic development missions of the University.
- Works directly with the Executive Director of External Engagement and the Executive Director of the Auburn Research and Technology Foundation to develop and deliver key messages through presentations, print and electronic media; coordinates and oversees the development of a range of websites and social media accounts. Develops and deploys best practices for digital communications.
- Assembles reports, presentations, and other materials, including but not limited to information for Board of Trustees meetings, the Auburn Research and Technology Foundation Board, federal and state legislative delegations, as well as other key constituencies.
- Contributes to the development and implementation of strategies to advance research and economic development activity through extramural funding sources that include but are not limited to sponsored programs, gifts and endowments, fee based programs, products and activities, industrial boards and other approaches.
- Develops relationships with Auburn University constituents/clients to include state and national commodity groups, industry representatives, federal and state agencies and similar as appropriate to advance the research and economic development missions of the University.
- Solicits and reviews proposals and contracts from outside professional service providers, and serves as their primary point of contact / University interface for specialty publications, microsites, print and digital advertising, augmented reality or similar services related to research and economic development.
- Interfaces with faculty and staff of AU colleges, schools, departments, AAES, and ACES.
- Develops and directs the use of Auburn University augmented reality platform, TigerView.

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	Degree in Business, Economics, Communications, or Public Relations.	and	8 years of	Professional level experience in higher education administration, business operations, economic development, public relations or communications with progressively increasing levels of responsibility and accountability. Must have experience in program management, special event planning, organizational analysis, resource allocation, and budget analysis/management. Must have at least one year mentoring or leading other full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of land grant university environment, mission, and operational culture.	
Knowledge of the relationship between university research and innovation, and economic development.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.