AUBURN
Human Resources

Asst Dir, Subawards

Job Description

JOB INFORMATION

Job Code	HC03
Job Description Title	Asst Dir, Subawards
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	10/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Serves as the manager for the subaward team within the Office of Sponsored Programs and maintains primary responsibility for all aspects of subaward administration at the institutional level throughout Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. These responsibilities include subagreement creation, negotiation & modification, subrecipient monitoring, and subrecipient invoicing, in addition to supporting the office leadership in training and mentoring of Subaward Officers and providing regulatory, policy, and procedural guidance related to such activities.

RESPONSIBILITIES

- Prepares, reviews, and negotiates new subagreements (subawards/subcontracts) and subaward amendments with other universities, non-profit and for-profit entities as well as those funded with internal funds. Obtains all required documentation including, but not limited to, budgets, scope of work, prime award agreement, certifications, pertinent protocol documents, audits, and financial questionnaire. Confirms third party is identified correctly and is eligible to serve as a subrecipient before executing a subaward/subcontract; ensures the accuracy of financial information provided.
- Verifies applicable compliance requirements are adhered to as required (to include conflict-of-interest policy, responsible conduct of research, human subjects or vertebrate animals), in addition to any other compliance issues the prime sponsor may require and remains engaged in the process to ensure all issues are resolved. Analyzes budget to ensure sufficient coverage of obligated funds and, once subagreement is executed, requests that funds be encumbered and ensures they are encumbered correctly and prepared for payment when invoices are received.
- Manages and performs subrecipient monitoring functions to include, but not limited to, monitoring subagreements (subawards/subcontracts) to ensure compliance with subagreement's terms and federal, state, and university laws, policies, and procedures; performs risk assessment for all subawards based upon risk assessment questionnaire and determines appropriate level of monitoring for the life of the subagreement.
- Reviews the subrecipient commitment form to ensure the University is cognizant of, and protected from, issues and potential risks; reviews subrecipient's Single Audit reports and other related audits, writes management decisions when needed, and follows up on associated risk mitigation measures. Reports subaward and executive compensation data regarding first-tier subrecipients under federal grants/contracts to meet the Federal Funding Accountability and Transparency Act (FFATA) requirements.
- Reviews and facilitates subagreement change requests including, but not limited to, re-budgeting, pre-award costs, carryover of unobligated balances, and no-cost-extensions. Prepares and maintains subaward records in electronic (or other required) format.

RESPONSIBILITIES

- Analyzes and facilitates the most highly complex pre-award and non-financial post-award transactions related to subawards to address issues and solve problems during the subagreement negotiation and execution process, as well as throughout the contractual term. Supports Subaward Administrators in subaward closeout (in collaboration with Contracts & Grants Accounting (CGA), Procurement & Business Services (PBS), and the Office of Sponsored Programs (OSP) closeout administrator.
- Serves as the primary point of contact for faculty, staff, and external organizations in all University subaward activities.
- Maintains expert knowledge of federal, state, and non-profit sponsor regulations, policies, requirements, procedures, and areas of interest.
- Develops relevant policies and procedures, updates existing forms to reflect changes in university policy, applicable regulations, and laws, as well as develops new documentation as needed. Provides oversight, training, and mentoring of Subaward Officers within the team. Provides peer leadership and feedback in the ongoing improvement of office services and works as a member of a highly qualified team of professionals dedicated to quality service and work product excellence.
- Monitors potential risks by the oversight of expenditures requested for reimbursement on subrecipient invoices enforcing restrictions to protect against audit disallowances or nonreimbursement of expenditures. This includes collaborating with the team of external Uniform Guidance auditors each fiscal year to address questions related to Auburn's subaward program to ensure a clean audit (i.e., no findings) in regard to subawards.
- Serves as delegated signature authority on behalf of the SVP, Research & Economic Development for specific non-financial subaward actions.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	STEM; Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law; Social Sciences; or a directly related and relevant degree/major from an accredited institution.		8 years of	Experience in regulatory compliance, contract negotiation, research management, legal, or related field. Experience in a higher education environment, particularly interpreting laws and regulations, is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong working knowledge of relevant university, state and federal laws and regulations.	
Strong working knowledge of research administration in a University setting.	
Strong working knowledge of electronic systems for proposal submission and award and grant management.	
Demonstrated proficiency in verbal and written communication skills and reading comprehension.	
Ability to succeed in a high-volume, high-pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong attention to detail and the ability to manage multiple tasks simultaneously.	
Demonstrated time management, critical thinking, organizational and customer service skills, and the ability to establish and maintain effective working relationships.	
Ability to complete tasks independently as contributions to a team effort.	
Demonstrated self-discipline and sound independent judgment completing time-sensitive assignments.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Certified Research Administrator (CRA)		Desired	

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		Up to 10 pounds
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			

Vision Requirements:

Ability to see information in print and/or electronically.