AUBURN
Human Resources

Asst VP, Research Administration

Job Description

JOB INFORMATION

Job Code	HC14
Job Description Title	Asst VP, Research Administration
Pay Grade	RE15
Range Minimum	$138,600
33rd %	$184,800
Range Midpoint	$207,900
67th %	$231,000
Range Maximum	$277,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/28/2021

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Reporting to the Auburn University (AU) Vice President for Research and Economic Development (VPRED), the Assistant Vice President for Research Administration (AVPRA) provides primary support to the VPRED in the strategic planning and development of activities pertaining to AU sponsored programs. The AVPRA is a member of the VPRED leadership team and is charged with overseeing the Offices of Sponsored Programs, Contracts and Grants Accounting and Proposal Services & Faculty Support.

RESPONSIBILITIES

- Oversees the activities of the Offices of Sponsored Programs (OSP), Proposal Services and Faculty Support (PSFS) and Contracts and Grants Accounting (CGA), ensuring effective coordination of these efforts across the university:
  -Encourage research, instruction and public service through support of faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations, and University policies and procedures.
  -Ensure adequate resources for research and creative scholarship (oversight of activities in relation to PIVOT, InfoReady, COMPASS certification program, RSP and CWSIS internal grants programs, etc.)
  -Manage and develop an effective staff: providing effective communication, leadership, guidance and resources. Work with leadership within all three offices to develop/review staff qualifications and competencies.
  -Shared oversight of distributed research administration environment.
  -Oversee interpretation of internal policies and external regulations for staff and investigators.
- Ensures strong communication and coordination between research administration services and the other offices that interface with OSP/PSFS/CGA, and between research administration services and colleges/schools within the University.
- Serves as signature authority and as electronic proposal system authorized official (on behalf of the Vice President for Research & Economic Development).
- Analyzes changes and trends in research administration and advises University administration of expected impacts.
- Participates as a member of OVPRED's senior leadership team, actively engages in AU teams/committees, and acting as a liaison with external stakeholders, maintains developed engagements with external partnerships. Internal and external relationships include:

  -Internal:
  Facilitated Solutions Team
  Corporate and Foundation Relations Coordination Team
  Research Symposium Coordination Committee

RESPONSIBILITIES

Research Security Working Group
Engagement in eRA process

-External:
Federal Demonstration Partnership (FDP)
Council on Governmental Relations (COGR)
Education Advisory Board (EAB)
National Council of University Research Administrators (NCURA)
International Network of Research Management Societies (INORMS)

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	
Master's Degree	from an accredited institution; no specific major required.	and	10 years of	directly related research administration experience with demonstrated professional success. Of the ten years, 2 to 3 years each must be in at least two areas of the Sponsored Programs, Contracts and Grants Accounting, or Proposal Services & Faculty Support specialties (5-6 total); with at least 5 years in an upper middle-management position in a large and complex organization (preferably a higher education institution), where demonstrated learning and application of the minimum required knowledge, skills, and abilities were successfully demonstrated throughout the entire lifecycle of sponsored programs administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated and thorough knowledge of the following:
• Expert-level knowledge and understanding of federal contracting and grant administration guidance;
• Demonstrated successful experience utilizing various sponsor electronic systems (for proposal submission and both award and institutional profile management); and
• Well-developed understanding with university policies, processes and procedures as they impact sponsored programs.

Demonstrated Proficiency with the Skills and Abilities as follows:
• Well-developed interpersonal skills to express ideas in both written and verbal form ensuring that there is effective conveyance of ideas, guidance, and direction to senior leadership and other internal and external campus stakeholders, providing insights that will lead to informed decision-making and strategy formation. Communications clarity will significantly determine the effectiveness and

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

performance of the Offices of Sponsored Programs, Contracts and Grants Accounting and Proposal Services & Faculty Support, and as a consequence, the performance and effectiveness of these efforts across campus departments, colleges, and schools.
• Demonstrated ability to establish and maintain effective working relationships across all levels of stakeholders within and outside of the University.
• Full proficiency with the university's budget/financial management practices and computer skills. Primary equipment include desktop and laptop computers, software to include Microsoft Office, Xtender, potential eRA solutions (as well as partner systems such as PIVOT, InfoReady, etc.).
• Proactive, going beyond the call of duty, working comfortably with all levels of campus leadership, handling multiple tasks, prioritizing and meeting tight deadlines, in a fast-paced and constantly evolving environment; welcoming change, and demonstrating composure during pressured times of uncertainty and stress.

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.