AUBURN
Human Resources

Sponsored Programs Officer I

Job Description

JOB INFORMATION

Job Code	HC15
Job Description Title	Sponsored Programs Officer I
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/16/2024

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Facilitates a wide range of sponsored programs administration activities for the extramurally funded research, instruction, outreach, and extension activities at the institutional level throughout Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. These responsibilities include contract and grant terms review, approval, negotiation, proposal development, review, submission, contract and grant management, contracts and grants funded equipment management, and providing regulatory, policy, and procedural guidance related to such activities and are expected to be conducted with appropriate level of supervision. These responsibilities require frequent communication and engagement with stakeholders across campus and with federal, state, industry, nonprofit, and other sponsoring entities.

RESPONSIBILITIES

- Evaluates, interprets, negotiates, and applies federal, sponsor, and University policies and regulations to determine acceptable conditions of awards including such areas as conflict of interest, export control, intellectual property, indemnity, governing law, cost principles, data and information security requirements, human subjects, animal subjects, and lab safety while referring relevant matters to the appropriate University office and/or personnel (i.e., General Counsel, the Office of Research Compliance, the Office of Research Security Compliance, The Intellectual Property Exchange, the Office of Risk Management, the Office of Audit, Compliance & Privacy, and Contracts and Grants Accounting).
- Prepares, reviews, and negotiates contracts, amendments, and instruments of a legal character for the Office of Sponsored Programs. This includes, but is not limited to, fixed price and cost reimbursable sponsored research agreements, master agreements, task orders, memoranda of understanding, consortium agreements, teaming agreements, and other contracts associated with externally funded research, instruction, outreach, and extension activities.
- Reviews and facilitates award change requests including re-budgeting, pre-award costs, carryover of unobligated balances, and no-cost-extensions and assists with the acquisition, management, and reporting for sponsor-funded equipment and materials while maintaining records and titles through the lifecycle of an award.
- Provides regulatory guidance to faculty, administrative units, and staff ensuring compliance with and adherence to relevant laws and regulations governing sponsored research while building trust and providing efficient and effective service to diverse constituents both internally and externally.
- Maintains a broad understanding of interpreting and applying federal regulations governing sponsored research including 2 CFR 200, the Federal Acquisition regulations, the Defense Federal Acquisition Regulation Supplement, standard federal research terms and conditions, and other agency-specific requirements. Remains current with developments in university-sponsored contracting and research administration through participation in professional development activities such as attendance at professional meetings and in-house webinars and other informational sessions.

RESPONSIBILITIES

- Participates in the development, review, and maintenance of policies, procedures, tools, and resources based on the changing regulatory environment.
- Coordinates, advises, and supports faculty and staff on extramural proposals for research, instruction, outreach, and extension activity to ensure accuracy and compliance with federal, state, University, and sponsor rules and regulations and maintains the authority to submit proposals on behalf of the University.

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	STEM; Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law; Social Sciences; or a directly related and relevant degree/major from an accredited institution.	and	0 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.	
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:	Other

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 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.