AUBURN
Human Resources

Asst Vice Provost, Research & Scholarship Analytics

JOB INFORMATION

Job Code	HC16
Job Description Title	Asst Vice Provost, Research & Scholarship Analytics
Pay Grade	RE14
Range Minimum	$115,500
33rd %	$154,000
Range Midpoint	$173,250
67th %	$192,500
Range Maximum	$231,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
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JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Provides senior level management, leadership, administrative and fiscal oversight for the Office of Sponsored Programs, the Office of Research Compliance, the Office of Research Security, and the Office of the University Veterinarian in support of Auburn University research programs and serves in a lead role on strategic and operational issues related to the research mission of the University.

RESPONSIBILITIES

- Provides day-to-day management of the Office of Sponsored Programs, the Office Research Compliance, and the Office of Research Security to include providing leadership, and administrative and fiscal oversight; provides administrative guidance and oversight on behalf of the Institutional Official over the Office of the University Veterinarian.
- Provides advice and counsel to the Vice President of Research on strategic and operational issues related to sponsored projects and compliance administration aspects of the University's tri-fold mission.
- Through direct involvement, or as a representative of the OVPR, advocates, formulates, and implements policies, procedures, programs, and projects for improved management and compliance for assigned areas and in coordination with other university offices where relationships to external funding exist.
- Recommends and implements new administrative concepts, systems, technologies, and programs designed to benefit the sponsored projects administration and compliance activities of the University, with specific emphasis on campus-wide Electronic Research Administration systems.
- Participates in local, regional, and national organizations, conferences, committees, and panels to enhance the image and reputation of Auburn University; serves as Institutional Representative to the Council on Governmental Relations.
- Oversees the submission of various reports to the federal government.
- Assumes appropriate authority and management responsibility for the research organizational unit in the absence of the Vice President or Associate Vice President of Research.

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	In Business Administration, Science, or related field	and	7 years of	Experience in the management of operational issues related to research in various areas such as sponsored programs, technology transfer, and research security	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Federal and State regulations and laws related to research, technology transfer, and human subjects protection.	
Knowledge of contracts and grants administration and law.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a US Citizen.		Required	And
	Must be able to hold a personnel security clearance.		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.