AUBURN
Human Resources

# Sr. Sponsored Programs Officer

Job Description

## JOB INFORMATION

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| Job Code | HC28 |
| Job Description Title | Sr. Sponsored Programs Officer |
| 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 | 10/18/2023 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Research |
| Job Function: | Sponsored Programs |

## JOB SUMMARY

Manages one of the Sponsored Programs teams and 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. These responsibilities require frequent communication and engagement with stakeholders across campus and with federal, state, industry, nonprofit, and other sponsoring entities. Individuals serving in this role will also be responsible for the scheduled and ad hoc training of Sponsored Programs staff, in conjunction with office leadership.

## RESPONSIBILITIES

- 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, as needed.
- Prepares, reviews, and negotiates highly complex contracts, amendments, documents, 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.
- 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, the Office of International Programs, and Contracts and Grants Accounting).
- Manages and facilitates for a specific team within OSP award change requests including rebudgeting, preaward 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 a sponsored 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.

## RESPONSIBILITIES

- Maintains proficiency in interpreting and applying federal regulations governing sponsored programs 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.
- Assists with the development, review, and maintenance of policies, procedures, tools, and resources based on the changing regulatory environment.
- Delivers scheduled and ad hoc training for staff within the Office of Sponsored Programs. Trains incoming staff on matters originating within a specific team, including training on contract review and negotiation and proposal and solicitation review and preparation. Reviews and updates training materials in concert with developments in the field and feedback from the Associate Director. Provides direct supervision for the workload, development, and training of the Sponsored Programs Officers under the assigned academic units.
- Exercises signature authority for non-financial matters as delegated by the SVP, Research & Economic Development.

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

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| 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. | and | 8 years of | Experience in regulatory compliance, contract negotiation, research management, legal, or related field.<br><br>Experience in a higher education environment, particularly interpreting laws and regulations, is desired. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Advanced knowledge of relevant university, state and federal laws and regulations. | |
| Advanced knowledge of research administration in a University setting. | |
| Advanced 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 | |
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| | Certified Research Administrator (CRA) | | Desired | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 |
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| 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.