AUBURN
Human Resources

Admstr II, Proposal Services

Job Description

JOB INFORMATION

Job Code	HC30B
Job Description Title	Admstr II, Proposal Services
Pay Grade	RE06
Range Minimum	$41,610
33rd %	$48,550
Range Midpoint	$52,020
67th %	$55,480
Range Maximum	$62,420
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/30/2015

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Development

JOB SUMMARY

Provides support at the central level for extramural projects to include proposal development assistance, maintains and provides various research resources and information for faculty and staff, implementation and coordination of training and engagement programs, and coordinates activities related to the internal grants, awards, and incentive programs of the Office of the Vice President for Research and Economic Development.

RESPONSIBILITIES

- Evaluates incoming web-based and hard copy research and development opportunities and distributes to appropriate faculty and staff.
- Advises faculty and staff on appropriate research resources to identify potential sources of program support.
- Assists in the administration of education programs to implement regulations, policies and procedures for faculty, staff, and students including fostering the development of grantmanship skills of faculty researchers at all levels assuring consistency with institutional research and training goals.
- Assists with the coordination of and participates in various engagement activities of the office including facilitation support for various meetings and committees.
- Responsible for assisting faculty in generating effective and fundable extramural proposals through the facilitation of the proposal process from pre-RFP activities through all stages of proposal conceptual 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

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	In Business Administration, Public Administration, various Sciences, Engineering, Communications, English or related field	and	2 years of	Experience in sponsored programs administration and/or proposal development.	

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 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.