AUBURN
Human Resources

Exec Dir, Administrative Operations - SVPRED

Job Description

JOB INFORMATION

Job Code	HC42
Job Description Title	Exec Dir, Administrative Operations - SVPRED
Pay Grade	FO15
Range Minimum	$109,260
33rd %	$142,030
Range Midpoint	$158,420
67th %	$174,810
Range Maximum	$207,590
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	10/29/2024 4:29:26 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

The Executive Director of Administrative Operations for Research and Economic Development holds a pivotal leadership role in shaping and executing the organizational vision and operational strategy within the Research Division. Responsibilities encompass translating high-level strategies into actionable steps, fostering growth, and ensuring the efficient functioning of the research and economic development enterprise.

RESPONSIBILITIES

- Directs the administrative facets of the Research Division, including financial planning, budgeting, funding allocation, and communications, ensuring alignment with organizational goals. Prepares and monitors the operating budget for the Senior Vice President for Research and Economic Development (SVPRED) departments and provides financial reporting and analysis for funding activities, business operations, and project accounting. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters including extramural funding.
- Collaborates closely with the Division leadership team, specifically the SVPRED and Associate Vice Presidents, to establish and implement organizational vision and operational strategies.
- Cultivates a highly inclusive culture within the Research Division, overseeing unit operations and employee productivity to meet organizational goals and foster team member success. Serves as the Central Operations Manager, ensuring day-to-day operations run smoothly and efficiently.
- Collaborates with the SVPRED to develop strategies for achieving short- and long-term growth targets for various SVPRED functions. Assists with strategic planning, organizational analysis, and business development. Executes business strategies and plans aligned with the short- and long-term objectives of the SVPRED.
- Analyzes internal operations, identifying opportunities for process enhancements to improve overall efficiency and effectiveness.
- Builds and maintains trusted relationships with internal and external partners and stakeholders to facilitate collaboration and to support the Research Division's mission.
- Provides formal and ad hoc reports and analyses of SVPRED unit business functions, offering insights and recommendations for continuous improvement.

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	Business, Management, Finance, Accounting, or related field	and	10 years of	Substantial experience in a leadership role within a research or academic institution.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, practices, and the analysis of financial data.	
Knowledge of management principles related to resource allocation and budgeting.	
Proven strategic leadership in a research or academic setting.	
Strong organizational and managerial skills with a background in overseeing administrative, financial, human resources, and communication functions.	
Excellent collaboration and communication skills to work effectively with diverse teams and stakeholders.	
Demonstrated ability to translate strategy into actionable steps for organizational growth.	
Commitment to fostering an inclusive and high-performing team.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

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				10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.