AUBURN
Human Resources

Dir, Proposal Services & Faculty Support

Job Description

JOB INFORMATION

Job Code	HC45
Job Description Title	Dir, Proposal Services & Faculty Support
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
Legacy Date Last Edited	4/7/2015

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Development

JOB SUMMARY

Directs and oversees all proposal services and faculty support to include but not limited to functions and operations of the department designed to assist faculty and staff in proposal development, grant training and coordination, and communication.

RESPONSIBILITIES

- Provides proposal management and authoritative guidance to faculty and staff.
- Directs the development of various educational methodologies designed to support faculty and staff in writing and developing proposals.
- Develops a broad-range of tools and professional development opportunities designed to enhance the success of faculty and staff with discovering funding opportunities, proposal writings, and funding strategies.
- Provides management oversight, supervision, and direction to the professional and support staff that assists and administers proposal and contract and grant training.
- Oversees the budget, budget process, and manages the professional development for the department.
- Directs the work of others to produce and keep up-to-date a policies and procedures manual and ensures such policies and procedures are consistently applied.
- Oversees the funding opportunities and website support services for faculty and staff.
- Facilities and/or participates in various engagement meetings/activities.

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	
Master's Degree	In Business Administration, Education Administration, Law, Political Science, Engineering, or related field.	and	7 years of	Experience in contracts and grants management and federal regulations.	

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 contracts and grants administration, proposal submission, federal agency regulations, teaching methodologies, university policies and procedures, and accounting concepts.

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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