AUBURN
Human Resources

Dir, ARI Operations

Job Description

JOB INFORMATION

Job Code	HC47
Job Description Title	Dir, ARI Operations
Pay Grade	FO13
Range Minimum	$85,560
33rd %	$108,380
Range Midpoint	$119,790
67th %	$131,200
Range Maximum	$154,020
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/20/2026 2:30:31 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Serves as the senior operational leader for the Applied Research Institute (ARI), overseeing the integration and delivery of financial, business, facilities, human resources, and operational services that support Auburn University's expanding research enterprise in Huntsville. Acting as a key advisor to the Assistant Vice President for Research and Executive Director of the Applied Research Institute, this role provides strategic and operational leadership across multi-building facilities, budgeting, personnel, external engagement, and research support services while coordinating closely with university partners to ensure efficient and effective service delivery.

RESPONSIBILITIES

- Business & Financial Leadership: Directs integrated business and financial operations for ARI, managing a rapidly expanded multi-million-dollar operational and programmatic budget across diverse funding streams. Leads development, forecasting, and execution of integrated budgets for ARI and the College of Engineering, ensuring alignment with institutional priorities and long-term growth.
- Financial Planning & Partnerships: Oversees financial planning for an expanding portfolio of programs, events, and facilities. Serves as the primary liaison to college business offices, contracts and grants administration, and external partners to ensure efficient and compliant fiscal operations.
- IT & Security Coordination: Serves as liaison to IT and research security to ensure coordinated, secure, and reliable operational support for ARI activities.
- Facilities Management: Leads full operational oversight of ARI’s expanding facilities footprint, including multi-building campus operations. Directs maintenance, space utilization, security, and event management across public, academic, and research environments. Ensures seamless daily operations amid increasing utilization and complexity.
- Program & Event Leadership: Oversees a significantly expanded portfolio of high-impact programs, events, and initiatives supporting research, workforce development, and industry engagement. Leads strategic planning and execution of large-scale events, trade shows, recruiting initiatives, and executive-level engagements, ensuring alignment with institutional goals and enhancing the University’s regional visibility.
- Operational Integration: Manages and integrates multiple operational and functional roles, ensuring alignment, efficiency, and accountability across the organization.
- Team & Organizational Leadership: Provides strategic leadership to a growing multidisciplinary team, including administrative, facilities, program, and business management staff. Partners with HR on organizational design, workforce planning, and talent acquisition.

RESPONSIBILITIES

- Strategic Growth & Planning: Plays a central role in long-range strategic planning, organizational development, and business growth initiatives, supporting the University's expanding research and economic development presence.

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 Administration, Finance, Accounting, Management, or a closely related field.	and	7 years of	experience managing complex budgets, financial planning, and multi-source funding environments. Demonstrated experience leading operations across multiple functional areas (e.g., finance, facilities, HR coordination, or program management).	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong financial acumen, including budgeting, forecasting, and financial analysis.	
Knowledge of organizational planning, process improvement, and operational efficiency strategies.	
Demonstrated leadership and supervisory skills with experience building and managing high-performing teams.	
Strong strategic thinking and problem-solving skills with the ability to drive organizational improvement and growth.	
Excellent communication and interpersonal skills for engaging executive leadership, faculty, external partners, and staff.	
Ability to lead and integrate complex operational functions across diverse teams and stakeholders.	
Ability to manage multiple priorities in a fast-paced, high-growth environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be able to obtain Secret security clearance.	Upon Hire	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		
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.