AUBURN
Human Resources

Dir, Research-AUHRC
Job Description

JOB INFORMATION

Job Code	HC50
Job Description Title	Dir, Research-AUHRC
Pay Grade	REUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/13/2012

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Development

JOB SUMMARY

Directs and leads efforts to identify and develop potential research sponsors for areas of AU research focused on defense, missile, and aerospace research.

RESPONSIBILITIES

- Conducts contract research and creates progress and final reports as necessary.
- Coordinates contract and grant negotiations between the university and funding agencies.
- Provides technical management of research contracts and oversees the content and timeliness of contract deliverables.
- Assists in the management and oversight of daily operations, personnel management, and financial planning of AUHRC office.
- Develops research technical proposals and budgets.
- Coordinates research opportunities between Auburn University faculty and staff and local government agencies and private industries.
- Initiates and cultivates relationships with agencies and industries in order to build research and educational programs for Auburn University.
- Establishes and grows research funding for Auburn University by pursuing local opportunities.
- Interfaces with AU faculty and staff to build an in-depth knowledge of on-campus research capabilities.

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	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	
Master's Degree	In Engineering	and	10 years of	Experience in business development and management, project management, or defense/missile/aerospace research.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contracts, grants, budget, accounting, and finance principles.	
Technical knowledge of defense/missile/aerospace research.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be able to obtain Top Secret (TS) security clearance.	Upon Hire	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			
Atmospheric Conditions		X			
Vibration		X			

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