AUBURN
Human Resources

Assoc Dir, Proposl Svs&Fac Sup

Job Description

JOB INFORMATION

Job Code	HC58
Job Description Title	Assoc Dir, Proposl Svs&Fac Sup
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
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

Designs and implements appropriately targeted education and training programs covering all aspects of sponsored programs management and compliance designed to engage the faculty in the development of competitive grant and contract applications.

RESPONSIBILITIES

- Responsible for assisting faculty in generating effective and fundable extramural proposals through identification of funding opportunities and the facilitation of the proposal process.
- Oversees the design and administration of contract and grant educational programs to implement regulations, policies and procedures appropriate for the audience assuring consistency with institutional research and training goals.
- Offers guidance to others in the review of financial and administrative management requirements of contract and grant proposals.
- Provides counsel to researchers regarding proposal preparation and advises principal investigators on how to maintain appropriate stewardship of funded grants.
- Coordinates the appropriate and required institutional reviews and approvals and works with principal investigators to ensure timely submissions of information.

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 Business Administration, Higher Education Administration, Engineering, Law or related field	and	5 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contract and grant administration, proposal submission, research techniques and teaching methodologies	

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.