AUBURN
Human Resources

Assoc Dir, Sponsored Programs

Job Description

JOB INFORMATION

Job Code	HC60
Job Description Title	Assoc Dir, Sponsored Programs
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/30/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

The Associate Director of Sponsored Programs is responsible for furthering the goals of the Office of Sponsored Programs (OSP) through the management of OSP personnel; supporting collaboration and coordination with internal stakeholders; and engagement with federal and non-federal sponsors.

RESPONSIBILITIES

- Oversees the daily operations of the Office of Sponsored Programs. Directly manages the Senior Sponsored Programs Officers and Assistant Director of Subawards including hiring, performance reviews and plans and providing additional support as needed. Assists in the management and supervision of the OSP Sponsored Programs Officers (SPOs) and Subaward Officers (SOs) including hiring, performance reviews and plans and providing additional support as needed. Assists in facilitating the training of SPOs and SOs, both in on-boarding and in the use of required federal systems. In conjunction with the Senior Sponsored Programs Officers and Assistant Director of Subawards, manages the distribution of work for the office and serves as primary point of contact for concerns raised. Reviews and coordinates appropriate professional development opportunities for the offices.
- Communicates with sponsors regarding proposals/grants/contracts in relation to problem resolution and negotiation/acceptance of legally binding contractual terms.
- Manages electronic systems for proposal submission/grant management which includes resolution of concerns associated with these systems and coordinating with internal stakeholders to ensure appropriate system use and access.
- Serves as the primary reviewer of all documents processed by the Office of Sponsored Programs including review, approval and signature on proposals and contracts ensuring consistency and compliance with institutional, state, federal, and other regulations.
- Works with senior level administrators/deans/department heads/unit heads to improve processes/procedures, improve responsiveness, resolve issues, and provide quality customer service. Serves as OSP primary liaison with the Offices of General Counsel, Research Compliance, Electronic Research Administration, and Research Security Compliance.
- Works closely with Contracts and Grants Accounting to resolve discrepancies, payment disputes, compliance issues, and other contractual matters.
- Keeps abreast of current and proposed federal and state regulations in relation to their impact on the management of grants and contracts.

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	
Bachelor's Degree	STEM, Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law, Social Sciences or, directly related and relevant degree or major, from an accredited institution.	and	8 years of	Strong experience in contract and grant management, federal regulations, and personnel management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of sponsored program administration and compliance with laws, regulations, and policies.	
Experience utilizing various sponsor electronic systems (for proposal submission and both award and grant management); and	
Firm understanding of university policies, processes and procedures as they impact sponsored programs.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.