AUBURN
Human Resources

Mgr, Research Program Development & Grant- Col/Sch

JOB INFORMATION

Job Code	HC92
Job Description Title	Mgr, Research Program Development & Grant- Col/Sch
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
Exemption Status	Exempt
Approved Date:	7/29/2024 11:54:06 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Oversees daily operations of promoting, identifying, and managing externally funded grants and contracts for the college/school.

RESPONSIBILITIES

- Manages efforts to identify, capture, and expand extramural funding opportunities.
- Coordinates efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities. Researches and identifies grant opportunities that support programs and initiatives.
- Develops competitive grant proposals to foundations, state, and federal funding agencies.
- Oversees and assists with writing, editing, and proofreading text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with APA and other style guidelines.
- Coordinates the development of interdepartmental proposals. Monitors funded grants, including record management of the department.
- Serves as liaison to the Office of Sponsored Programs.
- Provides support for the college/school's goals of increasing scholarly productivity and external funding.
- Ensures proposals and grant reports are submitted on time and maintains realistic timelines for proposal submissions.
- Develops and coordinates programs and training activities in support of faculty and staff research, grant preparation and implementation of funded projects.

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	May supervise employees but supervision is not the main focus of the job.

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	Degree in field appropriate to the position. A Master's degree is preferred.	and	5 years of	experience in research development, contract & grant preparation, grant accounting with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the nature of research at the university level as well as an understanding of assessment and evaluation, work plan development, and budget development.	

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			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

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

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