AUBURN
Human Resources

DCSITE Coordinator

Job Description

JOB INFORMATION

Job Code	ID13
Job Description Title	DCSITE Coordinator
Pay Grade	RE13
Range Minimum	$99,570
33rd %	$129,440
Range Midpoint	$144,380
67th %	$159,310
Range Maximum	$189,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/31/2022

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Reporting to the DCSITE Administrator and Principal Investigator (PI), the DCSITE Coordinator is the program's project manager who influences, coordinates, manages, monitors, and reports on the progress of a dynamic and multidisciplinary Detection Canine Science, Technology and Education (DCSITE) program while serving as the liaison between Auburn University and the government sponsors of the program. Anchored at the Auburn University (AU) College of Veterinary Medicine, DCSITE activities involve a diverse team of subject matter experts distributed across multiple academic units and numerous external partnering institutions in order to address mission-driven national security initiatives.

RESPONSIBILITIES

- Provides comprehensive project management oversight of DCSITE program operations to include budget management, resource allocation, expenditures, personnel, and reporting. Maintains compliance with numerous and complex policies, procedures, regulations, and contractual obligations to include animal use and care policies as well as procedures and regulations pertaining to use of hazardous materials. Provides timely and accurate information and status updates to research leadership.
- Drives the execution of all stages of the project, ensuring that DCSITE program task objectives, project milestones, and key deliverables are executed on time and within budget according to the project plan. Monitors task completion and performance and recommends schedule changes, cost adjustments, and resource modifications, as warranted. Monitors, identifies, and investigates barriers and develops solutions to complex problems. Regularly collaborates and partners with the Office of Risk Management, Office of the Vice President of Research & Economic Development, Office of Research Compliance, and subject matter experts across multiple colleges and schools.
- Serves as liaison between the government sponsor(s) of DCSITE and AU via the DCSITE PI.
- Collaborates with the DCSTE leadership team to develop and execute a communications strategy to disseminate DCSITE-driven national security solutions and technologies to sector-specific agencies whose assets, systems, and infrastructure are vital to economic, infrastructure, and supply chain security, as well as to public safety and national security.
- Advocates for the DCSITE program as a unique resource for government agencies and critical end-user communities in public and private sectors. Fosters partnerships that enhance DCSITE capabilities and advance the DCSITE mission.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	While no specific discipline is required, see below for knowledge requirements. Advanced degree desired.	and	10 years of	Experience with significant research and project management experience requiring management and coordination of large, complex projects including planning, analysis, execution, data collection, reporting, and evaluation.	

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 the organizational structure, network, lines of communication, and operations of the U.S. government homeland security sector. Working knowledge of current and emerging national security threats and threat mitigation strategies. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and coordination of people and resources. Significant knowledge of project planning, scheduling, and management tools.	
Advanced skill in written and oral communications and presentations. Ability and skill to influence project personnel and key stakeholders in order to reach an efficient and quality outcome. Ability to establish priorities, set deadlines, and complete tasks in a timely manner. Ability to establish and maintain cooperative working relationships with third parties. Ability to function efficiently and independently and make important decisions under pressure.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.	Certification in project management is highly desired and may include, but is not limited to, certifications such as Project Management Professional (PMP), PMI Agile Certified Practitioner (PMIACP), or Certified Associate in Project Management (CAPM).		Desired	And
	Must be a United States Citizen.	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.