AUBURN
Human Resources

Project Manager, McCrary Institute

Job Description

JOB INFORMATION

Job Code	JA17
Job Description Title	Project Manager, McCrary Institute
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
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JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Operational Support

JOB SUMMARY

The Project Policy Manager serves as a project manager on the Applied Research & Services team, ensuring day-to-day operations within the energy and water critical infrastructure portfolio are constantly running smoothly and efficiently.

RESPONSIBILITIES

- Collaborates with internal and external officials and stakeholders, often involving detailed communications and exchange of confidential or sensitive information.
- Supports the Project Investigators and leadership by managing action items, ensuring proper information flow in a timely and standard manner which may include overseeing unit projects. Establishes standard operating procedures such as scheduling, expenses, and task management.
- Researches, compiles, distributes, and maintains information on various aspects of cyber and critical infrastructure security. Prepares reports and materials.
- Assists in preparing executive level correspondence, summaries, and presentation materials, managing the formulation of proposal budget, monitoring and tracking the project budget, and ensuring cost share and university policies and procedures.
- Coordinates a wide range of project engagement, managing contracts, agreements, non-disclosure agreement (NDA's), etc. with vendors, sub-recipients, subcontractors, external partners, stakeholders, etc. Prepares briefings in a timely manner for stakeholders and leadership.
- Creates new applied research and services for cyber focused research. Establishes sponsored research and grant opportunities in energy and water.
- Establishes and maintains a system to monitor new opportunities and coordinate with the Deputy Director, Applied Research & Services, Associate Director, And Director on capture and execution strategies.
- Establishes and maintains a system to monitor and coordinate all cyber policy initiatives at the federal level by staying abreast of all relevant cyber policies, legislation, and regulation in the congressional committees of jurisdiction and federal agencies.
- Assists in the implementation and assessment of legislative strategies, policies, and proposed or enacted legislation.
- Plans, implements, and attends special events and meetings, representing the McCrary Institute; provides information about Auburn University to internal and external audiences.
- Develops and maintains positive relationships with elected and appointed governmental officials and assists with their constituency issues as they relate to McCrary.

RESPONSIBILITIES

- Establishes and maintains effective relationships with members of congressional stakeholders, relevant committees, and the executive branch to advocate for McCrary's interests and support legislative initiatives aligned with the institute's mission. Cultivate and manage relationships with government agencies, such as the Department of Homeland Security (DHS), Department of Energy and other relevant bodies, to facilitate collaboration and partnership opportunities.
- Assists in the development of grant proposals, funding applications, and grant management to secure financial support for the institute's activities. Works with the chief operating officer (COO) and financial team to assist in management of budgets for the institute's programs, ensuring financial substitutability.

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	no Specific Degree	and	4 years of	Experience in research project management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong organization and communication skills.	
Ability to recognize, analyze, and solve a variety of problems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State; Domestic