AUBURN
Human Resources

Gulf Coast Engineering Research Station Facilities and Laboratory Operations

JOB INFORMATION

Job Code	JA42
Job Description Title	Gulf Coast Engineering Research Station Facilities and Laboratory Operations Manager
Pay Grade	REUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Reporting to the Associate Dean for Research of the Samuel Ginn College of Engineering, the Director of the Gulf Coast Engineering Research Station ("Center") is responsible for developing the long-term vision and strategies for the Center, ensuring it gains a prominent role in applied research and innovation in water quality and quantity and coastal resilience across the Gulf Coast region.

RESPONSIBILITIES

- Strategic Leadership — Develops long-term vision, strategies, and tactics for the Center, establishing it as a leader in applied research on water quality and quantity, coastal resilience, and related environmental and engineering challenges. Works closely with leadership on the main campus to maintain alignment with overall university research priorities.
- Research Management — Oversees Center research staff and project leads to ensure goals are achieved within budget and time constraints and that projects are carried out with high quality. Promotes interdisciplinary work spanning water resources, coastal and ecological engineering, and environmental science.
- Funding and Budgeting — Works with main-campus leadership to secure operational support for the Center. Focuses significant effort on engaging external funding agencies (e.g., NOAA, EPA, USACE, NSF, state environmental and coastal agencies) and identifying research opportunities for Center staff and main-campus researchers. Manages the Center's budget to allocate and utilize resources effectively.
- Team Building and Management — Recruits, mentors, and oversees a team of researchers and professional staff. Fosters a collaborative environment and promotes continuous growth.
- Community and Stakeholder Engagement — Engages with coastal communities, industry, resource managers, and government stakeholders to ensure the Center's work aligns with regional needs and priorities. Facilitates engagement of main-campus faculty and students with Center activities and the Orange Beach and broader Gulf Coast community.
- Reporting — Provides regular reports to senior university leaders and stakeholders on the Center's progress, achievements, challenges, and future plans. Conducts activities with input from a Center advisory council.

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	Engineering or Science or a related field.	and	10 years of	experience in high-level leadership of a complex research organization, ideally in water resources, coastal/environmental engineering, or marine science. Demonstrated experience securing extramural funds from federal and state agencies and the private sector for applied research.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of engineering and scientific principles relevant to water quality and quantity and coastal resilience.	
Excellent oral and written communication skills.	
Excellent skills in team building, creating alliances, and leading organizations.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

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