AUBURN
Human Resources

ART Innovation Programs Manager

Job Description

JOB INFORMATION

Job Code	KA62
Job Description Title	ART Innovation Programs Manager
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	11/4/2026 2:47:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Technology Commercialization & Economic Development

JOB SUMMARY

Oversees the development, coordination, and execution of grant-funded programs and initiatives that expand Auburn University's capacity to translate academic research and scientific discoveries into scalable, market-oriented solutions. Manages key Accelerating Research Translation (ART) programs, including the development and expansion of the ART Ambassadors network, and leads outreach, training, stakeholder engagement, and program development efforts across the university. Coordinates multiple concurrent projects; builds collaborative relationships with faculty, campus partners, and external organizations; supports financial and grant compliance activities; and develops strategies to strengthen program sustainability, growth, and impact. The position also identifies funding and partnership opportunities that advance Auburn's innovation ecosystem and support the long-term success of ART initiatives.

RESPONSIBILITIES

- Manages grant-funded ART projects and initiatives to ensure achievement of program objectives, milestones, deliverables, and reporting requirements in accordance with sponsor and university guidelines. Monitors project progress and coordinates activities necessary to support successful implementation of the ART initiative.
- Develops and expands the ART Ambassadors program across Auburn University, including recruitment, onboarding, training, engagement, and ongoing program development. Builds a campus-wide network of faculty and other stakeholders who promote research translation and innovation within their respective colleges and academic areas.
- Leads outreach, training, and stakeholder engagement activities that increase awareness and participation in ART programs. Develops and delivers training and program resources, establishes relationships with faculty across the university, and communicates ART opportunities and objectives to diverse campus audiences.
- Oversees the planning, prioritization, and execution of multiple concurrent projects and programs, facilitating collaboration among principal investigators, faculty, university stakeholders, and external partners. Coordinates operational planning and logistics for ART Ambassadors, Venture Studio, LAUNCH, workshops, events, and other innovation-focused activities.
- Cultivates strategic partnerships across Auburn University and with external organizations, including collaboration with the University of Georgia, to support program development, share resources and expertise, and strengthen a connected and sustainable research translation and innovation ecosystem.
- Supports financial and administrative oversight of grant-funded activities, including budget monitoring, expenditure tracking, preparation of grant-related reports, and coordination of documentation necessary to meet sponsor and university requirements.

RESPONSIBILITIES

- Identifies funding, partnership, and program-development opportunities and develops strategies that support the long-term sustainability, expansion, and impact of ART programs. Evaluates opportunities to grow successful initiatives and strengthen Auburn's institutional capacity for translating academic research into practical and market-oriented solutions.

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 discipline.	and	4 years of	experience in project management or accounting services involving post-award and sponsored research activities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial management principles and practices	
Knowledge of business operations, project controls, and performance management methodologies	
Skill in analyzing and interpreting financial, operational, and project performance data	
Skill in developing collaborative relationships and communicating effectively with diverse stakeholders	
Ability to manage multiple projects, priorities, budgets, and deadlines simultaneously while maintaining accuracy, compliance, and attention to detail	
Ability to identify operational challenges and independently develop, recommend, and implement solutions that improve efficiency, strengthen performance, and support organizational objectives	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	U.S. Citizen	Upon Hire	Required	
	Project Management Professional (PMP)	Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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				15 lbs
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			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

In-State