AUBURN
Human Resources

Mgr, COAG Acad & Res Programs

Job Description

JOB INFORMATION

Job Code	KC20
Job Description Title	Mgr, COAG Acad & Res Programs
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/16/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Manages and supports the academic and research-related programs and services of the College of Agriculture (COAG).

RESPONSIBILITIES

- Builds international partnerships by identifying potential patterns, developing shared vision and goals, establishing clear communication channels, forming partnership agreements, and implementing and monitoring the ongoing partnership.
- Through supervision, oversees and facilitates COAG's international initiation process to include international agreements, contracts, grants, laws and regulations including immigration, travel, and tax.
- Advises on international policies and processes such as Visa/Passport and immigration support.
- Develops and oversees the budget for academic programs by calculating, reviewing, and verifying data for consistency with financial objectives and endowment requirements.
- Coordinates with the Business Office and leadership to determine the accessibility and usage of endowments that support international agricultural activities by forecasting future financial needs and communicating budget information promptly and effectively.
- Manages Graduate Programs by organizing/engaging in graduate student recruitment, by facilitating various graduate students award programs, by supporting Graduate Program Officers (GPOs), department heads and graduate students, and by serving as a staff liaison between the Graduate School and the College.
- Manages projects and non-formula grants by managing user accounts and providing user support, by monitoring data quality for completeness and accuracy, by providing training, and by ensuring compliance and deadlines.
- Manages other research-related programs by working with leadership to identify demands and by planning and designing programs/activities.
- Determines public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.
- Remains current with industry trends and best practices in academic program development.
- Provides the essential day-to-day management to ensure that contractual obligations are met and that programmatic aspects critical to the success of the program(s) are implemented.

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 discipline related to program; Master's Degree Preferred	and	5 years of	Experience in one or more of the following areas: Academic/Research/Program Administration or related area; Experience working with faculty, a diversified student population, international policies and regulations, and international education experience is preferred	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contract and grant administration, technical writing, creating financial spreadsheets and reports, and visa and immigration regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
Certified Project Management Professional (PMP)-PMI	Certified Project Management Professional (PMP)-PMI	Upon Hire	Desired	
Salesforce Administration Certification	Salesforce Administration Certification	Upon Hire	Desired	
	F1/J1 Advising	Upon Hire	Desired	
	Certified Research Administrator (RACC)	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting			X			up to 25 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 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.