
Auburn University Job Description

Job Title: **Dir, Research Prg Dev, Vet Med**

Job Family: No Family

Job Code: **HC40**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Directs the efforts and activities to identify and capture federally funded research and development programs for the College of Veterinary Medicine.

Essential Functions

1. Directs efforts to identify, capture, and expand new and existing federally funded research and development programs.
2. Serves as advisor to the Dean on developing best strategies for creating and maintaining bio defense programs.
3. Directs efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities.
4. Provides leadership and support for the college/school's on-going goals of increasing scholarly productivity and external funding.
5. Develops programs and training activities in support of faculty and staff research, grant preparation, and implementation of funded projects.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in scientific discipline appropriate to the position
Experience (yrs.)	7	Experience in developing research opportunities, grant preparation, grant accounting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of externally funded programs; government grant policies and regulations.

Certification or Licensure Requirements

Some positions may need to qualify for Department of Defense security clearance

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
