



**JOB INFORMATION**

Job Code	HC47
Job Description Title	Dir, Bus Admin and Comm Relations, AURIC
Pay Grade	FO12
Range Minimum	\$70,830
33rd %	\$89,720
Range Midpoint	\$99,160
67th %	\$108,600
Range Maximum	\$127,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/28/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Business Administration

**JOB SUMMARY**

The Director of Business Administration and Community Relations manages the Auburn University Research and Innovation Campus (AURIC). Cultivates and maintains strong partnerships between Auburn University and Huntsville officials, community, and business leaders to enhance the overall image and mission of Auburn University.

**RESPONSIBILITIES**

- Manages the business and financial administration of the AURIC on behalf of the Senior Vice President for Research and Economic Development (SVPRED) and ensures compliance with University, State, and Federal policies. Works with SVPRED and COE finance office as invoices, etc. are received. Manages the business administration of the AURIC campus this includes, the public spaces and the building as a whole when it is being used. Develops, manages, and
- oversees the SVPRED operations and budgets of multiple programs of the AURIC. Manages a large operational budget and works with SVPRED to create and submit any estimates of needs, Forecasts, implements, and oversees all budget operations associated with events.
- Manages and oversees a variety of special events; coordinates activities with faculty and staff on the AU campus. Communicates with all colleges and units about opportunities to host special events, career fairs, recruiting, etc. at the AURIC. Ensures compliance with policies when internal and external customers use the event spaces. Effectively manages event-related inventory supplies. Monitors event space ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event set up, breakdown, and day-to-day event-related activity.
- Attends community and external engagement events as a representative of Auburn and also organizes the participation of leadership and faculty from Auburn when deemed appropriate. Represents the AURIC/AARI at key external events and meetings. Serves as the liaison for the Huntsville and Madison County Chamber of Commerce and Cummings Research Park leadership. Plans, executes, and develops trade show participation.
- Serves as a liaison between the AURIC, customers in industry and government, and faculty and staff on the Auburn University campus. Works with multiple areas of campus to help connect faculty and staff with local leaders who have an interest in Auburn University. Organize meetings for Auburn faculty to meet with Huntsville-based government and industry organizations.
- Coordinates with colleges, units, and central advancement for events and visits in Huntsville. Markets the AURIC campus opportunities with units and colleges across the main campus. Works with advancement to plan, host, and execute donor visits and tours with Auburn leadership. Serves as liaison to the local Auburn Alumni Board.
- Maintains relationships with key government and industry leaders and professional associations. Interfaces with leaders in these organizations to promote the AURIC, AARI, and Auburn University.

## RESPONSIBILITIES

- Assists with strategic planning, organizational analysis, business development, marketing, and public relations activities. Assists with the AURIC/AARI strategic planning, organizational analysis, business development, marketing, and public relations activities.

## 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 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 Finance, Business Administration, or related field.	and	7 years of	Experience with financial management, budget planning, event planning and logistics. Experience in dealing with the public, government agencies, and elected officials.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, finance, budget, and business principles and operations.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Must be able to obtain Secret security clearance.	Upon Hire	Required	

## REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:      Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting				X		Up to 10 pounds.
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.