
Auburn University Job Description

Job Title: **Assoc Dir, Proposl Svs&Fac Sup**

Job Family: No Family

Job Code: **HC58**

Grade RE10 \$60,300 - \$108,500

FLSA status: Exempt

Job Summary

Designs and implements appropriately targeted education and training programs covering all aspects of sponsored programs management and compliance designed to engage the faculty in the development of competitive grant and contract applications.

Essential Functions

1. Responsible for assisting faculty in generating effective and fundable extramural proposals through identification of funding opportunities and the facilitation of the proposal process.
2. Oversees the design and administration of contract and grant educational programs to implement regulations, policies and procedures appropriate for the audience assuring consistency with institutional research and training goals.
3. Offers guidance to others in the review of financial and administrative management requirements of contract and grant proposals.
4. Provides counsel to researchers regarding proposal preparation and advises principal investigators on how to maintain appropriate stewardship of funded grants.
5. Coordinates the appropriate and required institutional reviews and approvals and works with principal investigators to ensure timely submissions of information.

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.

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	Master's Degree	Degree in Business Administration, Higher Education Administration, Engineering, Law or related field
Experience (yrs.)	5	Experience in sponsored programs administration and/or proposal development.

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 contract and grant administration, proposal submission, research techniques and teaching methodologies

Certification or Licensure Requirements

None Required.

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 standing, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

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

Date: 3/30/2015
