
Auburn University Job Description

Job Title: **Assoc Dir, Sponsored Programs**

Job Family: Research

Job Code: **HC60**

Grade RE12: \$79,800 - \$143,600

FLSA status: Exempt

Job Summary

The Associate Director of Sponsored Programs is responsible for furthering the goals of the Office of Sponsored Programs (OSP) through the management of OSP personnel; supporting collaboration and coordination with internal stakeholders; and engagement with federal and non-federal sponsors.

Essential Functions

1. Oversees the daily operations of the Office of Sponsored Programs. Directly manages the Senior Sponsored Programs Officers and Assistant Director of Subawards including hiring, performance reviews and plans and providing additional support as needed. Assists in the management and supervision of the OSP Sponsored Programs Officers (SPOs) and Subaward Officers (SOs) including hiring, performance reviews and plans and providing additional support as needed. Assists in facilitating the training of SPOs and SOs, both in on-boarding and in the use of required federal systems. In conjunction with the Senior Sponsored Programs Officers and Assistant Director of Subawards, manages the distribution of work for the office and serves as primary point of contact for concerns raised. Reviews and coordinates appropriate professional development opportunities for the offices.
2. Communicates with sponsors regarding proposals/grants/contracts in relation to problem resolution and negotiation/acceptance of legally binding contractual terms.
3. Manages electronic systems for proposal submission/grant management which includes resolution of concerns associated with these systems and coordinating with internal stakeholders to ensure appropriate system use and access.
4. Serves as the primary reviewer of all documents processed by the Office of Sponsored Programs including review, approval and signature on proposals and contracts ensuring consistency and compliance with institutional, state, federal, and other regulations.
5. Works with senior level administrators/deans/department heads/unit heads to improve processes/procedures, improve responsiveness, resolve issues, and provide quality customer service. Serves as OSP primary liaison with the Offices of General Counsel, Research Compliance, Electronic Research Administration, and Research Security Compliance.
6. Works closely with Contracts and Grants Accounting to resolve discrepancies, payment disputes, compliance issues, and other contractual matters.
7. Keeps abreast of current and proposed federal and state regulations in relation to their impact on the management of grants and contracts.

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

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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	Four-year college degree	STEM, Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law, Social Sciences or, directly related and relevant degree or major, from an accredited institution.
Experience (yrs.)	8	Strong experience in contract and grant management, federal regulations, and personnel management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

1. Advanced knowledge of sponsored program administration and compliance with laws, regulations, and policies.
2. Experience utilizing various sponsor electronic systems (for proposal submission and both award and grant management); and
3. Firm understanding of university policies, processes and procedures as they impact sponsored programs.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 1/30/2023
