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## Auburn University Job Description

Job Title: **Dir, Auburn Research Park**

Grade RE14 \$107,200 - \$214,400

Job Code: **HC61**

FLSA status: Exempt

Job Family: Research

Job Function: Research Operations

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### Job Summary

The Director of the Auburn Research Park provides oversight, planning, business development and operational leadership for the Auburn Research Park.

### Essential Functions

1. Supervises, leads, and supports the development of the Auburn Research park. Handles all aspects of construction projects from pre-construction to project completion as well as working with Project Engineers/Estimators, Construction Coordinators, Client Partners and Vendor Partners during the construction phase.
  2. Works directly with architects and contractors throughout all buildouts including tenant finish, easements, water rights, and other specialized projects. Obtains the services of third-party inspection groups as needed, and ensures contractors have located lines prior to moving dirt, submits easement requests, and interfaces with AU Facilities and the City of Auburn's Department of Inspection Services throughout the course of all new builds.
  3. Oversees renovation, planning, maintenance, and repair of the Auburn Research Park buildings and grounds including the provision of utilities, lawn manicure and landscaping, custodial, and other related support services.
  4. Directs the Solo Space at The Park which houses a number of service-oriented businesses with multiple offices and cubicles. This space is also designed as the next step in the entrepreneurial process for the graduates of Auburn University's New Venture Accelerator.
  5. Recruits companies/organizations to the Auburn Research Park. Identifies and secures incentive packages with partners or key stakeholders (e.g., City of Auburn, State of Alabama, Federal Government, and utility companies).
  6. Contributes to the development and implementation of newly-created economic development initiatives. Identifies and examines specific projects and programs with an intended purpose of spotlighting entrepreneurial activity within the Auburn community.
  7. Provides leadership, guidance, and administrative oversight for the daily operations and maintenance of the Auburn Research Park facilities and services by establishing and implementing short-and long-range organizational goals, objectives, policies, and operating procedures.
  8. Negotiates lease agreements and consults with ARTF legal as need arises. Prepares analyses and reports as required, drafts correspondence and other materials as necessary. Approves budget expenditures and tracks project budgets and workflow.
  9. Schedules work with AU Facilities or outside service companies when putting in place all service-oriented building infrastructure and negotiating the connected service agreements.
  10. Assists with the Auburn Research park master plan and design of physical improvements, new construction and renovation projects of buildings, space planning, and other planning and design work, and the oversight of facilities management.
  11. Works with a diverse number of internal groups/entities, local government, and other organizations in order to create entrepreneurial activities and programs aimed at fostering economic growth through the development and implementation of various economic development initiatives with an emphasis on public-private partnerships.
  12. Performs other duties as assigned.
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### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Master's Degree	No Specific Discipline
<b>Experience (yrs.)</b>	8	Experience in one or more of the following areas: higher education administration, business management, public administration, economic development, community and urban planning, or related area

#### 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 business practices, marketing and communications, and facilities management

#### Certification or Licensure Requirements

None Required

#### Pre-Employment Screening Requirements

Solid communication and interpersonal skills along with the ability to provide customer service in a courteous manner. Must possess the ability to work effectively with diverse groups of people in a variety of professions and levels within an organization. Proven experience obtaining successful results in areas such as: client marketing and retention, business growth, project management, building improvements, and an ability to interpret legal documents for the purposes of negotiating lease agreements and other contractual documents. This position requires both the creative ability and managerial strength necessary to develop and maintain a well-rounded and multifarious business community. It also requires the ability to make and execute profitable decisions in a consistent and aligned fashion.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

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Date: 9/6/2023

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