
Auburn University Job Description

Job Title: **Exec Dir, Applied Research Institute** Unclassified

Job Code: **HU11**

FLSA status: Exempt

Job Family: Research

Job Summary

Reporting to the Samuel Ginn College of Engineering's Associate Dean of Research, the Executive Director of the Applied Research Institute is responsible for developing long-term vision, strategies, and tactics for the Applied Research Institute, ensuring that the Institute gains a prominent role in applied research and innovation among the defense, aerospace and biotech sectors.

Essential Functions

1. **STRATEGIC LEADERSHIP** - Develops long-term vision, strategies, and tactics for the Applied Research Institute, ensuring that the Institute gains a prominent role in applied research and innovation among the defense, aerospace and biotech sectors. The Executive Director will work closely with leadership on Auburn's main campus to maintain alignment and connections with overall university research priorities.
2. **RESEARCH MANAGEMENT**- Works closely with the Director the Applied Research Center to ensure the Institute goals are achieved within budget and time constraints and projects are carried out with high quality.
3. **FUNDING AND BUDGETING**- Works closely with leadership on the Auburn University main campus to secure necessary resources for basic operational support of the Institute. Focuses significant efforts on engaging with external funding agencies and identifying research opportunities that can be pursued by the Applied Research Center or by researchers on Auburn's main campus. Manages the Institute's budget to effectively allocate and utilize resources.
4. **TEAM BUILDING AND MANAGEMENT**-Works with the Director of Corporate Relations; the Director of the Applied Research Center; and the Director of Business Operations, Community Relations, & Special Events to recruit, mentor, and oversee a team of professionals to achieve the goals of the Applied Research Institute. Fosters a collaborative environment and promotes continuous growth.
5. **COMMUNITY ENGAGEMENT** - Engages with community, industry, and other stakeholders to ensure the Institute's contributions are aligned with their needs and priorities. Facilitates engagement of Auburn University main campus faculty and students with Institute activities and the Huntsville community at large.
6. **REPORTING** - Provides regular reports to senior Auburn University leaders and stakeholders about the Institute's progress, achievements, challenges, and future plans. Conducts activities with input from an advisory council for the Institute. May perform other duties as assigned by supervisors.

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>
Education	Master's Degree	Degree in Engineering or Science or related field. Doctoral degree in engineering or science preferred.
Experience (yrs.)	15	Experience with high-level leadership of a complex research organization in the defense or aerospace sector. Experience working with and securing extramural funds for federal and state agencies and the private sector applied research efforts.

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

Knowledge of high level various engineering principles in defense and aerospace sectors.

Knowledge of excellent oral and written communication skills.

Knowledge of excellent skills in team building, creating alliances, and leading organizations.

Certification or Licensure Requirements

Professional Engineer

Pre-Employment Screening Requirements

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 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.

Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 12/5/2023
