

JOB INFORMATION

Job Code	HU11
Job Description Title	Exec Dir, Applied Research Institute
Pay Grade	REUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Development

JOB SUMMARY

Reporting to the Senior Vice President for Research and Economic Development, 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.

RESPONSIBILITIES

- **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.
- **RESEARCH MANAGEMENT**- Works closely with the Director of the Applied Research Center to ensure the Institute goals are achieved within budget and time constraints and projects are carried out with high quality.
- **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.
- **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.
- **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.
- **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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department’s needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	
Master's Degree	Degree in Engineering or Science or related field. Doctoral degree in engineering or science preferred.	and	15 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Other	Professional Engineer		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

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

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

Must be able to obtain a DOD security clearance.