Auburn University Job Description

Job Title: **DCSITE Coordinator**

Job Code: **ID13**

FLSA status: Exempt

Job Family: No Family

Grade RE13 $92,400 - $175,600

Job Summary

Reporting to the DCSITE Administrator and Principal Investigator (PI), the DCSITE Coordinator is the program's project manager who influences, coordinates, manages, monitors, and reports on the progress of a dynamic and multidisciplinary Detection Canine Science, Technology and Education (DCSITE) program while serving as the liaison between Auburn University and the government sponsors of the program. Anchored at the Auburn University (AU) College of Veterinary Medicine, DCSITE activities involve a diverse team of subject matter experts distributed across multiple academic units and numerous external partnering institutions in order to address mission-driven national security initiatives.

Essential Functions

1.   Provides comprehensive project management oversight of DCSITE program operations to include budget management, resource allocation, expenditures, personnel, and reporting. Maintains compliance with numerous and complex policies, procedures, regulations, and contractual obligations to include animal use and care policies as well as procedures and regulations pertaining to use of hazardous materials. Provides timely and accurate information and status updates to research leadership.

2.   Drives the execution of all stages of the project, ensuring that DCSITE program task objectives, project milestones, and key deliverables are executed on time and within budget according to the project plan. Monitors task completion and performance and recommends schedule changes, cost adjustments, and resource modifications, as warranted. Monitors, identifies, and investigates barriers and develops solutions to complex problems. Regularly collaborates and partners with the Office of Risk Management, Office of the Vice President of Research & Economic Development, Office of Research Compliance, and subject matter experts across multiple colleges and schools.

3.   Serves as liaison between the government sponsor(s) of DCSITE and AU via the DCSITE PI.

4.   Collaborates with the DCSTE leadership team to develop and execute a communications strategy to disseminate DCSITE-driven national security solutions and technologies to sector-specific agencies whose assets, systems, and infrastructure are vital to economic, infrastructure, and supply chain security, as well as to public safety and national security.

5.   Advocates for the DCSITE program as a unique resource for government agencies and critical end-user communities in public and private sectors. Fosters partnerships that enhance DCSITE capabilities and advance the DCSITE mission.

6.   Performs other related duties critical to the operations of the DCSITE program.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	While no specific discipline is required, see below for knowledge requirements. Advanced degree desired.
Experience (yrs.)	10	Experience with significant research and project management experience requiring management and coordination of large, complex projects including planning, analysis, execution, data collection, reporting, and evaluation.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of the organizational structure, network, lines of communication, and operations of the U.S. government homeland security sector. Working knowledge of current and emerging national security threats and threat mitigation strategies. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and coordination of people and resources. Significant knowledge of project planning, scheduling, and management tools.

Advanced skill in written and oral communications and presentations. Ability and skill to influence project personnel and key stakeholders in order to reach an efficient and quality outcome. Ability to establish priorities, set deadlines, and complete tasks in a timely manner. Ability to establish and maintain cooperative working relationships with third parties. Ability to function efficiently and independently and make important decisions under pressure.

Certification or Licensure Requirements

None required. Must be a United States Citizen.

Certification in project management is highly desired and may include, but is not limited to, certifications such as Project Management Professional (PMP), PMI Agile Certified Practitioner (PMI-ACP), or Certified Associate in Project Management (CAPM).

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.

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Job frequently requires sitting, talking, hearing, .

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

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

Date: 1/31/2022