

JOB INFORMATION

Job Code	JA18
Job Description Title	Sr. Project Manager/Principal Investigator
Pay Grade	
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	
Approved Date:	8/2/2024 4:39:07 PM

JOB FAMILY AND FUNCTION

Job Family:	
Job Function:	

JOB SUMMARY

The Senior Project Manager/ Principal Investigator supports both the business development and execution of applied research grants, contracts, and services. Executes the development and delivery of applied research contracts and services both as a direct contributor as well as a project management lead and principal investigator on multiple contracts.

RESPONSIBILITIES

- Identifies and prioritizes new opportunities to grow applied research grants, and contracts in collaboration with the Deputy Director of Applied Research & Services. Coordinates internal resources, and manages the day-to-day execution of multiple projects directly and through others.
- Manages the cost, scheduling, and performance across all aspects of the customer-funded effort. Estimates the resources and participants needed to achieve project goals. Ensures the fiscal stewardship of customer funding.
- Coordinates with Auburn faculty, staff, and students for research, service grants, and contracts with associated research faculty, staff, and students to deliver the associated project according to contract.
- Identifies and manages project risks, resolves issues and conflicts as they arise.
- Develops and delivers progress reports, documentation, and presentations as needed. Determines and assesses the need for additional resources for the project cycle.
- Ensures customer satisfaction enabling repeat business. Builds, develops, and grows business relationships to ensure success of projects and contracts.
- Articulates the project deliverables, scope of work, and specific execution responsibilities for staff members. May delegate tasks and responsibilities to appropriate personnel.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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	
Bachelor's Degree	Bachelors of Science in Computer Science, Software Engineering or related field.	and	4 years of	Experience in project management experience in the public sector (Federal Government), private sector (Industry), and academia / State Government.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced understanding operation tempo, deliverable expectations, and funding differences.	And
Proficient in project management principles and tools to lead implementation.	And
Ability to communicate effectively in both oral and written form.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Ethical Hacker (CEH)			Required	And
CompTIA Security+ Certification			Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

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			

Travel Requirements:

In-State; Domestic