
Auburn University Job Description

Job Title: **Mgr, COAG Acad & Res Programs** Grade AA10 \$48,800 - \$83,000
Job Code: **KC20**
FLSA status: Exempt
Job Family: Academic Services & Administration
Job Function: Academic Programs

Job Summary

Manages and supports the academic and research-related programs and services of the College of Agriculture (COAG).

Essential Functions

1. Builds international partnerships by identifying potential patterns, developing shared vision and goals, establishing clear communication channels, forming partnership agreements, and implementing and monitoring the ongoing partnership.
2. Through supervision, oversees and facilitates COAG's international initiation process to include international agreements, contracts, grants, laws and regulations including immigration, travel, and tax.
3. Advises on international policies and processes such as Visa/Passport and immigration support.
4. Develops and oversees the budget for academic programs by calculating, reviewing, and verifying data for consistency with financial objectives and endowment requirements.
5. Coordinates with the Business Office and leadership to determine the accessibility and usage of endowments that support international agricultural activities by forecasting future financial needs and communicating budget information promptly and effectively.
6. Manages Graduate Programs by organizing/engaging in graduate student recruitment, by facilitating various graduate students award programs, by supporting Graduate Program Officers (GPOs), department heads and graduate students, and by serving as a staff liaison between the Graduate School and the College.
7. Manages projects and non-formula grants by managing user accounts and providing user support, by monitoring data quality for completeness and accuracy, by providing training, and by ensuring compliance and deadlines.
8. Manages other research-related programs by working with leadership to identify demands and by planning and designing programs/activities.
9. Determines public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.
10. Remains current with industry trends and best practices in academic program development.
11. Provides the essential day-to-day management to ensure that contractual obligations are met and that programmatic aspects critical to the success of the program(s) are implemented.
12. Performs other duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Bachelor's Degree	Degree in discipline related to program; Master's Degree Preferred
Experience (yrs.)	5	Experience in one or more of the following areas: Academic/Research/Program Administration or related area; Experience working with faculty, a diversified student population, international policies and regulations, and international education experience is preferred

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 contract and grant administration, technical writing, creating financial spreadsheets and reports, and visa and immigration regulations

Certification or Licensure Requirements

None required; Project Management Professional (PMP), Salesforce, F1/J1 Advising, Certified Research Administrator (RACC) preferred

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/16/2023
