
Auburn University Job Description

Job Title: **Mgr, Academic Programs**

Job Family: No Family

Job Code: **AA25**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Manages and directs the overall direction of academic related program(s) and service(s).

Essential Functions

1. Plans, directs, and manages activities to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters.
2. Provides the essential day-to-day management to ensure that contractual obligations are met and that programmatic aspects critical to the success of the project are implemented.
3. Consistently reviews and evaluates project's programs to provide feedback and recommendations to partners.
4. Oversees and monitors budget and grant funding to ensure expenditures are within specifications and are in line with project projections and in compliance with both federal and Auburn University policies and procedures.
5. Directs resolution efforts and coordinates solutions when budget or accounting issues arise with Contracts and Grants or funder.
6. Manages and coordinates the preparation and submission of project status reports to funder to document the program's effectiveness and impact.
7. Manages the submission of partner subcontracts to the Office of Sponsored Programs, determining and writing supplemental specifications.
8. Acts as primary liaison with the funder, providing timely information as requested.
9. Determines public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.

Supervisory Responsibility

Full supervisory responsibility for exempt employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Four-year college degree	Degree in discipline related to program
Experience (yrs.)	5	Experience in project or program administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of contract and grant administration, technical writing, and composing financial spreadsheets and reports.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

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.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 8/3/2011
