
Auburn University Job Description

Job Title: **Assoc Dir, Ag Rsch/Ext Center**

Job Family: No Family

Job Code: **GA06**

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Oversees the day to day operations and implementation of research projects of a unit within an agricultural teaching, research, or extension center.

Essential Functions

1. Plans, oversees, and implements all aspects of a research unit to include design, system installation, operation, and data collection.
2. Schedules, monitors, and maintains records of research.
3. Procures equipment and supplies to sustain research projects.
4. Supervises machinery operation, maintenance, and repair.
5. Interacts with a variety of individuals and groups for tours, seminars, and presentations.
6. Supervises and/or monitors clean up and sanitation of research facility and equipment.
7. Generates and maintains data and records of research for various research projects.
8. May assist in the development and monitoring of the department budget.

Supervisory Responsibility

Full supervisory responsibility for other 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	High School	High School Diploma or equivalent
Experience (yrs.)	10	Experience in agricultural operations and/or agricultural research

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 program and/or research area related to position, research design and implementation, and accounting principles and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/16/2011
