
Auburn University Job Description

Job Title:	Assoc Dir, Sponsored Programs	Job Family:	No Family
Job Code:	HC01	Grade 36:	\$58,500 - \$97,600
FLSA status:	Exempt		

Job Summary

Directs the administration, compliance, pre- and post-award management, and support of project investigators in the Office of Sponsored Programs in order to facilitate and encourage sponsored project growth while ensuring program compliance.

Essential Functions

1. Reviews, approves, negotiates, and signs contracts, grants, and related documents on behalf of Auburn University while ensuring consistency and compliance with State and Federal laws and regulations, as well as institutional policies and procedures.
2. Reviews, approves, and authorizes for submission proposals and offers to outside sponsoring agencies; oversees and resolves issues relating to proposal submission efforts.
3. Oversees the daily operations of the Office of Sponsored Programs to include, but not limited to, establishes priorities, directs multiple projects, and reports activities to department administrators on a weekly basis.
4. Ensures that the University has sufficient, required internal controls for areas of compliance relevant to the Office of Sponsored Programs.
5. Resolves financial matters concerning contracts and grants such as payment disputes, discrepancies, cost recoveries, compliance matters, and legal concerns in conjunction with the Office of Contracts and Grants Accounting, the Office of Research Compliance, and the Office of the General Counsel, as appropriate.
6. Formulates and recommends improvements for processes, policies, and procedures to improve responsiveness and address issues of concern through coordination with other internal and external to Auburn University, ensuring use of best management practices at all times.
7. Assists investigators and staff on sponsored program matters arising during proposal development and submission or post-award project activities.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business or related field
Experience (yrs.)	6	Experience in contracts and grants management

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 higher education policies and procedures, and State and Federal regulations related to contracts and grants administration.

Certification or Licensure Requirements

None Required.

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 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 10 pounds.

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

Date: 7/13/2011
