
Auburn University Job Description

Job Title: **Assoc Dir, Sponsored Programs**

Job Family: No Family

Job Code: **HC01**

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

FLSA status: Exempt

Job Summary

Oversees and coordinates the Office of Sponsored Programs.

Essential Functions

1. Reviews, approves, and signs proposals, contracts, and related documents prepared by faculty and staff while ensuring consistency and compliance with state, federal, and other related regulations.
2. Negotiates, accepts, and resolves issues related to proposals and contractual terms.
3. Assists and advises faculty and staff with proposal preparation and submission and pre/post-awards administration of sponsored projects.
4. Formulates and recommends improvements for processes, policies, and procedures to improve responsiveness and address issues of concern through coordination with other institutions.
5. Resolves financial matters concerning contracts and grants such as payment disputes, discrepancies, cost recoveries, and compliance matters in coordination with the Office of Contracts and Grants Accounting.
6. Counsels, assists, and trains others on issues related to sponsored programs and related policies, procedures, and regulations.

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	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: 8/17/2009
