Auburn University Job Description

Job Title: Dir, Research Prgm Develop
Job Code: HC08*
FLSA status: Exempt

Job Summary
Directs efforts to identify and nurture new research opportunities for Auburn University with particular attention to coordinating activities at an early stage.

Essential Functions

1. Develops plans to successfully exploit research opportunities.
2. Identifies sources of and develops plans for acquisition of extramural funding.
3. Assists faculty researchers in the search for sources of extramural funding relevant to their proposed or established projects.
4. Assists the Vice President of Research in developing strategic long-range research plans.
5. Establishes an effective working knowledge of the research strengths and capabilities of each school and college in order to assist in planning and securing extramural funding, and to identify and exploit interdisciplinary efforts where possible.
6. Provides management oversight, support, and direction to the Office of Vice President for Research units supporting the research infrastructure such as Research Electronics Support Facility, the Instrumentation Facility, and the Hybridoma Facility.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Biological Sciences, Engineering, or Business Administration or related field</td>
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Experience (yrs.) 7

Experience in developing research and/or organizational growth opportunities

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 research design, data management, internal review board procedures, human subject and protection guidelines.

Certification or Licensure Requirements
Must be able to obtain an Internal Review Board (IRB) certification and a Human Subjects in Research certification.

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.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 1/4/2012