Auburn University Job Description

Job Title: Dir, Research Administration
Job Code: HC11*
FLSA status: Exempt

Job Family: No Family
Grade 37: $68,700 - $114,500

Job Summary
Provides management and leadership for Auburn University VP for Research programs and projects.

Essential Functions

1. Provides architectural support and administrative planning for research facilities to include renovations and moves.
2. Administers new faculty orientation.
3. Administers University grant reviews that have granting agency submission restrictions which are exceeded by multiple university colleges and schools.
4. Assists VP for Research in planning proposed projects and programs.
5. Reviews and analyzes information concerning issues related to the VP for Research organizational unit in order to provide reports to management.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

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>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Science, or related field</td>
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Experience (yrs.) 7
Experience in higher education and/or research 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 building codes and zoning ordinances.

Certification or Licensure Requirements
City Planner

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

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.

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

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

Date: 10/23/2012