
Auburn University Job Description

Job Title: **Asst VP, Research Admin**

Job Family: No Family

Job Code: **HC14**

Grade RE15 \$128,700 - \$257,400

FLSA status: Exempt

Job Summary

Reporting to the Auburn University (AU) Vice President for Research and Economic Development (VPRED), the Assistant Vice President for Research Administration (AVPRA) provides primary support to the VPRED in the strategic planning and development of activities pertaining to AU sponsored programs. The AVPRA is a member of the VPRED leadership team and is charged with overseeing the Offices of Sponsored Programs, Contracts and Grants Accounting and Proposal Services & Faculty Support.

Essential Functions

1. Oversees the activities of the Offices of Sponsored Programs (OSP), Proposal Services and Faculty Support (PSFS) and Contracts and Grants Accounting (CGA), ensuring effective coordination of these efforts across the university:
 - Encourage research, instruction and public service through support of faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations, and University policies and procedures.
 - Ensure adequate resources for research and creative scholarship (oversight of activities in relation to PIVOT, InfoReady, COMPASS certification program, RSP and CWSIS internal grants programs, etc.)
 - Manage and develop an effective staff: providing effective communication, leadership, guidance and resources. Work with leadership within all three offices to develop/review staff qualifications and competencies.
 - Shared oversight of distributed research administration environment.
 - Oversee interpretation of internal policies and external regulations for staff and investigators.
 2. Ensures strong communication and coordination between research administration services and the other offices that interface with OSP/PSFS/CGA, and between research administration services and colleges/schools within the University.
 3. Serves as signature authority and as electronic proposal system authorized official (on behalf of the Vice President for Research & Economic Development).
 4. Analyzes changes and trends in research administration and advises University administration of expected impacts.
 5. Participates as a member of OVPRED's senior leadership team, actively engages in AU teams/committees, and acting as a liaison with external stakeholders, maintains developed engagements with external partnerships. Internal and external relationships include:
 - Internal:
 - Facilitated Solutions Team
 - Corporate and Foundation Relations Coordination Team
 - Research Symposium Coordination Committee
 - Research Security Working Group
 - Engagement in eRA process
 - External:
 - Federal Demonstration Partnership (FDP)
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Council on Governmental Relations (COGR)
Education Advisory Board (EAB)
National Council of University Research Administrators (NCURA)
International Network of Research Management Societies (INORMS)

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	Master's Degree	Master's Degree from an accredited institution; no specific major required.
Experience (yrs.)	10	Minimum of ten (10) years of directly related research administration experience with demonstrated professional success. Of the ten years, 2 to 3 years each must be in at least two areas of the Sponsored Programs, Contracts and Grants Accounting, or Proposal Services & Faculty Support specialties (5-6 total); with at least 5 years in an upper middle-management position in a large and complex organization (preferably a higher education institution), where demonstrated learning and application of the minimum required knowledge, skills, and abilities were successfully demonstrated throughout the entire lifecycle of sponsored programs administration.

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

Demonstrated and thorough knowledge of the following:

1. Expert-level knowledge and understanding of federal contracting and grant administration guidance;
2. Demonstrated successful experience utilizing various sponsor electronic systems (for proposal submission and both award and institutional profile management); and
3. Well-developed understanding with university policies, processes and procedures as they impact sponsored programs.

Demonstrated Proficiency with the Skills and Abilities as follows:

1. Well-developed interpersonal skills to express ideas in both written and verbal form ensuring that there is effective conveyance of ideas, guidance, and direction to senior leadership and other internal and external campus stakeholders, providing insights that will lead to informed decision-making and strategy formation. Communications clarity will significantly determine the effectiveness and performance of the Offices of Sponsored Programs, Contracts and Grants Accounting and Proposal Services & Faculty Support, and as a consequence, the performance and effectiveness of these efforts across campus departments, colleges, and schools.
 2. Demonstrated ability to establish and maintain effective working relationships across all levels of stakeholders within and outside of the University.
 3. Full proficiency with the university's budget/financial management practices and computer skills. Primary equipment include desktop and laptop computers, software to include Microsoft Office, Xtender, potential eRA solutions (as well as partner systems such as PIVOT, InfoReady, etc.).
 4. Proactive, going beyond the call of duty, working comfortably with all levels of campus leadership, handling multiple tasks, prioritizing and meeting tight deadlines, in a fast-paced and constantly
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evolving environment; welcoming change, and demonstrating composure during pressured times of uncertainty and stress.

Certification or Licensure Requirements

None required. Must be a U.S. citizen.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires .

Job occasionally requires .

Date: 3/28/2021
