Auburn University Job Description

Job Title: Bus Mgr AU Huntsville Res Ctr  
Job Code: HC47  
FLSA status: Exempt  
Job Family: No Family  
Grade 35: $50,900 - $84,800

Job Summary
Directs the daily business operations of the Auburn University Huntsville Research Center (AUHRC).

Essential Functions
1. Manages the business and financial administration of the AUHRC and ensures compliance with University, State, and Federal policies.
2. Develops, manages, and oversees the operations and budgets of multiple programs of the AUHRC.
3. Plans, organizes, and oversees a variety of special events; coordinates activities with faculty and staff on the AU campus.
4. Assists with strategic planning, organizational analysis, business development, marketing, and public relations activities.
5. Serves as a liaison between the AUHRC and customers in industry and government, and faculty and staff on the AU campus.
6. Researches and provides information to University researchers relating to funding opportunities and avenues.
7. Establishes and manages the structure, activities, and communications with the AUHRC's Advisory Council.

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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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Finance, Business Administration, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>3</td>
<td>Experience in budgeting, finance, administrative, and governmental compliance</td>
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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 accounting, finance, budget, and business principles and operations.

Certification or Licensure Requirements
Must be able to obtain Secret security clearance.

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.

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

Date: 6/28/2011