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## Auburn University Job Description

Job Title: **Dir, Sponsored Programs**

Job Family: No Family

Job Code: **HC59**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Directs and oversees the activities of the Office of Sponsored Programs, to include leadership, administration and fiscal oversight.

### Essential Functions

1. Provides guidance to faculty and staff ensuring compliance with laws, regulations, and policies while ensuring the office provides efficient and effective service to administrators, faculty, staff and outside customers engaged in or pursuing sponsored programs.
2. Responsible for the review and submission of extramural proposals providing oversight, guidance, establishment of procedures and training for the college level designated proposal submissions process.
3. Provides a final review of all documents processed by the Office of Sponsored Programs contract administrators.
4. Responsible for negotiating and accepting a variety of agreements on behalf of the institution, assuring completeness and compliance with university policies and procedures as well as coordinates with other university offices ensuring that various regulatory compliance requirements are met before award acceptance and/or account establishment.
5. Advocates, formulates, and implements policies, procedures, programs and projects for improved management and compliance of externally funded programs.
6. Oversees preparation of sub-agreements and manages non-financial post award administration of sponsored projects.
7. Assures resolution of problems associated with sponsored programs referring them to others as needed while ensuring proper and timely action is taken.
8. Serves as a University representative to State, Federal, industrial, and other sponsors with respect to the stewardship of sponsored programs including adherence to the terms and conditions of grants and contracts, and compliance with regulations and guidelines for the responsible conduct of sponsored projects.

### 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Business Administration, Education Administration, Law, Political Science, Engineering, or related field.
<b>Experience (yrs.)</b>	7	Experience in contract and grant management and federal regulations.

#### 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 sponsored program administration and compliance with laws, regulations, and policies.

#### Certification or Licensure Requirements

None Required.

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### 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 standing, walking, sitting, talking, hearing, handling objects with hands.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 5/1/2015

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