
Auburn University Job Description

Job Title: **Dir,Research Engineering Programs** Job Family: No Family
Job Code: **JA13**
FLSA status: Exempt RE14 \$107,200 - \$214,400

Job Summary

The Director of Research Programs directs all research support operations in the Samuel Ginn College of Engineering. Provides oversight, guidance and supervision to other research engineers and research technicians who provides support to faculty, staff and students across the College of Engineering as well as the operations in the Auburn University Research and Innovation Campus located in Huntsville. Responsible for developing strategies and plans for appropriate support for the operational aspects of the College of Engineering Research Programs.

Essential Functions

1. Supervises and controls daily operation of the secure research facilities.
2. Plans and supervises construction of secure research facilities. Directs contractors and subcontractors for all required facility aspects.
3. Designs, implements, and oversees Access Control System to secure facilities to ensure compliance with all federal standards.
4. Supervises facility managers providing support in off-campus buildings.
5. Supervises, develops, and trains engineers, technicians, and students who provide engineering services to faculty (and departments) within the College that requires specialized skills/equipment including building, testing, and operating prototype research equipment.
6. Manages facilities with elevated security needs including planning, supervising, and evaluating electrical and mechanical for repair, maintenance, or installing of new equipment. Directs contractors/subcontractors for all required facility aspects. Administers engineering maintenance contracts.
7. Integrates with Colleges and Departments for reconfiguration, changes, and operational requirements.
8. Advises faculty, postdocs, students, and staff with engineering design, modification, prototype, and process development, analysis procedures, and other engineering solutions. Manages local computer systems for laboratory functionality. Relocates large and/or sensitive equipment.
9. Analyzes, forecasts, and manages operations and maintenance costs. Analyzes purchases of supplies, tools, and equipment.
10. Develops plans and strategies for operational practices and infrastructure needed to support the College of Engineering's Research Programs.
11. Coordinates with The Research Security Compliance Office to oversee access ensuring federal guidelines are met and followed.

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	Four-year college degree	Degree in Engineering. Masters desired
Experience (yrs.)	14	Experience in engineering and research practices and principles, laboratory operations, and in secure research facility operation.

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:

Certification or Licensure Requirements

Registered Professional Engineer- preferred

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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.

Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 07/24/2023
