
Auburn University Job Description

Job Title: **Mgr, COAG Acad & Res Program Svcs** Grade AA09 \$45,100 - \$72,200
Job Code: **AB50**
FLSA status: Exempt
Job Family: Academic Services & Administration
Job Function: Academic Programs

Job Summary

Maintains and evaluates the overall direction of the College of Agriculture's (COAG) academic and research-related program(s) and serves as the Primary Contact for the Center for Advanced Science, Innovation, and Commerce (CASIC) Building.

Essential Functions

1. Coordinates academic and research-related activities to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters.
2. Provides essential day-to-day management of academic and research-related activities to ensure that contractual obligations are met and that programmatic aspects critical to the success of the project are implemented.
3. Acts as primary liaison between administrators, faculty, staff, and students concerning academic and research-related program/services, policies, and procedures.
4. Determines program's public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.
5. Consistently reviews and evaluates program's academic and research-related programs to provide feedback and recommendations to partners.
6. Serves as program's administrator for budget and grant funding to ensure expenditures are within specifications and are in line with projections and in compliance with both federal and Auburn University policies and procedures.
7. Serves as liaison between the Facilities Division, Dean, faculty, staff, students, and various contractors providing services to the CASIC Building.
8. Coordinates/oversees the daily administration/supervision of equipment, service personnel, and facilities within the CASIC Building.
9. Generates, retrieves, and reports records related to assigned buildings to Dean, University, and/or outside reporting agencies in addition to planning, recommending, and submitting short and long-term departmental/facilities goals.
10. Coordinates vehicle reservations, maintenance, fueling, and cleaning when vehicles are assigned to a facility.
11. May perform other duties as assigned.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in discipline related to program
Experience (yrs.)	5	Experience in project or program administration, coordination, planning, and overseeing various support personnel.

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 contract and grant administration, technical writing, and composing financial spreadsheets and reports.

Certification or Licensure Requirements

None Required

Pre-Employment Screening Requirements

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 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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 9/26/2023
