
Auburn University Job Description

Job Title: **Dir, Research/Extension Ctr**
Job Code: **GA05**
FLSA status: Exempt

Job Family: No Family
Grade 36: \$59,700 - \$99,600

Job Summary

Directs the day to day operations and research efforts of an AAES research program.

Essential Functions

1. Develops and manages specifications and plans in specific area of research and communicates with department heads, research center employees, and faculty in the planning and design of research.
2. Provides technical consultation, administrative and facilities coordination, and assistance for AAES research program or a service laboratory facility.
3. Forecasts resource requirements and oversees the receipt, storage, and care of material and equipment to complete assigned projects.
4. May maintain financial resources of research program to include budget, petty cash account, and financial reports.
5. Directs and coordinates assigned labor force involved in AAES research to include training, developing work schedules, and completing personnel forms.
6. Supervises the maintenance and repair of physical facilities and equipment associated with a specific research area.
7. Records and maintains data related to research activities and disseminates data to appropriate persons.
8. Interacts with a wide variety of individuals and groups for tours, seminars, and presentations.

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>
Education	Masters Degree	Degree in Management, Business, Agricultural Business, or related field
Experience (yrs.)	5	Experience in agricultural operations and/or agricultural research

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 program and/or research area related to position, research design and implementation, and accounting principles and practices.

Certification or Licensure Requirements

None Required.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/3/2012
