
Auburn University Job Description

Job Title: **Exec Dir, AU Res & Tech Fndtn**

Job Family: No Family

Job Code: **GA15**

Unclassified

FLSA status: Exempt

Job Summary

Provides overall management and direction for the external engagement and support of Auburn University Research and Economic Development efforts and serves as the Executive Director for the Auburn Research and Technology Foundation.

Essential Functions

1. Directs the activities of the Auburn University Research development function.
2. Provides overall management and direction for the external engagement and support of Auburn University Research and Economic Development efforts.
3. Serves as secretary to the Auburn University Research Advisory Board; provides management, coordination, and logistical support of meetings.
4. Directs and manages the Auburn University Research marketing, communications, and public relations programs.
5. Coordinates economic development opportunities with federal, state, and private entities; serves as point of contact for these entities.
6. Coordinates, manages, and directs special projects and provides facilitation of proposal preparation and presentation as required by senior administration.

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	Four-year college degree	Degree in Business Administration, Management, or related field
Experience (yrs.)	10	Experience in business operations management at the executive level

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 business operations, higher education policies and procedures, and state and federal regulations related to contracts and grants administration

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, reaching, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/21/2019
