
Auburn University Job Description

Job Title: **Asst Dir, NCAT**

Job Family: No Family

Job Code: **HC05**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Oversees, coordinates, and participates in research/projects/programs related to the National Center for Asphalt Technology.

Essential Functions

1. Prepares and executes marketing strategies for NCAT that include presentations to national and international audiences.
2. Prepares proposals for research and outreach projects to include funding issues and developing budgets.
3. Manages research projects to include developing experimental plans, overseeing and coordinating projects with external partners and sponsors, and field testing.
4. Collects, analyzes, and reports on data through research project reports, communication with clients, and refereed journal publications.
5. Provides engineering expertise for specialized area.
6. Teaches seminars concerning asphalt technologies for agency and industry personnel, as well as professors.

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.

Auburn University Job Description

Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|----------------|--|
| Education | Masters Degree | Degree in Civil Engineering or related field |
| Experience (yrs.) | 10 | Experience in asphalt pavement research, pavement materials testing, pavement management, and/or pavement construction |

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

Knowledge of asphalt paving materials, design, testing, construction, project development, project management, and marketing techniques

Certification or Licensure Requirements

Professional Engineering Licensure

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 5/12/2015
