
Auburn University Job Description

Job Title: **Asst Vice Provost, Research and Scholarship Analytics** Grade RE14 \$107,200 - \$214,400
Job Code: **HC16**
FLSA status: Exempt
Job Family: Research

Job Summary

Provides senior level management, leadership, administrative and fiscal oversight for the Office of Sponsored Programs, the Office of Research Compliance, the Office of Research Security, and the Office of the University Veterinarian in support of Auburn University research programs and serves in a lead role on strategic and operational issues related to the research mission of the University.

Essential Functions

1. Provides day-to-day management of the Office of Sponsored Programs, the Office Research Compliance, and the Office of Research Security to include providing leadership, and administrative and fiscal oversight; provides administrative guidance and oversight on behalf of the Institutional Official over the Office of the University Veterinarian.
2. Provides advice and counsel to the Vice President of Research on strategic and operational issues related to sponsored projects and compliance administration aspects of the University's tri-fold mission.
3. Through direct involvement, or as a representative of the OVPR, advocates, formulates, and implements policies, procedures, programs, and projects for improved management and compliance for assigned areas and in coordination with other university offices where relationships to external funding exist.
4. Recommends and implements new administrative concepts, systems, technologies, and programs designed to benefit the sponsored projects administration and compliance activities of the University, with specific emphasis on campus-wide Electronic Research Administration systems.
5. Participates in local, regional, and national organizations, conferences, committees, and panels to enhance the image and reputation of Auburn University; serves as Institutional Representative to the Council on Governmental Relations.
6. Oversees the submission of various reports to the federal government.
7. Assumes appropriate authority and management responsibility for the research organizational unit in the absence of the Vice President or Associate Vice President of Research.

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	Bachelor's Degree	Degree in Business Administration, Science, or related field
Experience (yrs.)	7	Experience in the management of operational issues related to research in various areas such as sponsored programs, technology transfer, and research security

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 Federal and State regulations and laws related to research, technology transfer, and human subjects protection. Knowledge of contracts and grants administration and law.

Certification or Licensure Requirements

Must be a US Citizen. Must be able to hold a personnel security clearance.

Pre-Employment Screening Requirements

Physical Requirements/ADA

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

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, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 10/23/2012
