
Auburn University Job Description

Job Title: **Sponsored Programs Officer II**

Grade RE09: \$54,400 - \$92,500

Job Code: **HC19**

FLSA status: Exempt

Job Family: Research

Job Function: Sponsored Programs

Job Summary

Facilitates a wide range of sponsored programs administration activities for the extramurally funded research, instruction, outreach and extension activities at the institutional level throughout Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. These responsibilities include contract and grant terms review, approval, negotiation, proposal development, review, submission, contract and grant management, contracts and grants funded equipment management, and providing regulatory, policy, and procedural guidance related to such activities and are expected to be conducted with limited supervision required. These responsibilities require frequent communication and engagement with stakeholders across campus and with federal, state, industry, nonprofit and other sponsoring entities.

Essential Functions

1. Evaluates, interprets, negotiates and applies federal, sponsor, and University policy and regulations to determine acceptable conditions of awards including such areas as: conflict of interest, export control, intellectual property, indemnity, governing law, cost principles, data and information security requirements, human subjects, animal subjects and lab safety while referring relevant matters to the appropriate University office and/or personnel (i.e., General Counsel, the Office of Research Compliance, the Office of Research Security Compliance, The Intellectual Property Exchange, the Office of Risk Management, the Office of Audit, Compliance & Privacy, and Contracts and Grants Accounting).
 2. Prepares, reviews, and negotiates contracts, amendments, and instruments of a legal character for the Office of Sponsored Programs. This includes, but is not limited to, fixed price and cost reimbursable sponsored research agreements, master agreements, task orders, memoranda of understanding, consortium agreements, teaming agreements, and other contracts associated with externally funded research, instruction, outreach and extension activities.
 3. Reviews and facilitates award change requests including re-budgeting, pre-award costs, carryover of unobligated balances, and no-cost-extensions and assists with the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles through the lifecycle of an award.
 4. Provides regulatory guidance to faculty, administrative units, and staff ensuring compliance with and adherence to relevant laws and regulations governing sponsored research while building trust and providing efficient and effective service to diverse constituents both internally and externally.
 5. Maintains a high degree of knowledge in interpreting and applying federal regulations governing sponsored research including 2 CFR 200, the Federal Acquisition regulations, the Defense Federal Acquisition Regulation Supplement, standard federal research terms and conditions, and other agency-specific requirements. Remains current with developments in university sponsored contracting and research administration through participation in professional development activities such as attendance at professional meetings and in-house webinars and other informational sessions.
 6. Provides input toward the development, review, and maintenance of policies, procedures, tools, and resources based on changing regulatory environment.
 7. Coordinates, advises and supports faculty and staff on extramural proposals for research, instruction, outreach and extension activity to ensure accuracy and compliance with federal, state, University, and sponsor rules and regulations and maintains authority to submit proposals on behalf
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of the University.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	STEM; Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law; Social Sciences; or a directly related and relevant degree/major from an accredited institution.
Experience (yrs.)	3	Experience in regulatory compliance, contract negotiation, research management, legal, or related field. Experience in a higher education environment, particularly interpreting laws and regulations, is desired.

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

Strong working knowledge of relevant university, state and federal laws and regulations; Strong working knowledge of research administration in a University setting; and Strong working knowledge of electronic systems for proposal submission and award and grant management.

Certification or Licensure Requirements

None required. Certified Research Administrator (CRA) preferred.

Pre-Employment Screening Requirements

Demonstrated proficiency in verbal and written communication skills and reading comprehension; Ability to succeed in a high-volume, high-pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities; Strong attention to detail and the ability to manage multiple tasks simultaneously; Demonstrated time management, critical thinking, organizational and customer service skills, and the ability to establish and maintain effective working relationships; Ability to complete tasks independently as contributions to a team effort; Demonstrated self-discipline and sound independent judgment completing time-sensitive assignments.

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

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Job occasionally requires standing walking climbing or balancing stooping/kneeling/crouching/crawling and lifting up to 50 pounds.

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

Date: 1/16/2024
