
Auburn University Job Description

Job Title: **Dir, Res Prg Dev&Grant-Col/Sch**

Job Family: No Family

Job Code: **HC39**

Grade RE11 \$69,400 - \$124,900

FLSA status: Exempt

Job Summary

Directs the efforts and activities of promoting, identifying, and managing externally funded grants and contracts for the college/school.

Essential Functions

1. Directs efforts to identify, capture, and expand extramural funding opportunities.
2. Develops programs and training activities in support of faculty and staff research, grant preparation, and implementation of funded projects.
3. Provides leadership and support for the college/school's on-going goals of increasing scholarly productivity and external funding.
4. Serves as liaison to the Office of Sponsored Programs and Office of Contracts and Grants Accounting.
5. Directs efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities.
6. Develops competitive grant proposals to foundations, state, and federal funding agencies.
7. Manages post-award activities and ensures compliance with University, state, federal, and sponsor regulations.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 field appropriate to the position
Experience (yrs.)	7	Experience in developing research opportunities, grant preparation, grant accounting with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience supervising full-time employees.

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 externally funded programs; government grant policies and regulations.

Certification or Licensure Requirements

Some positions may need to qualify for Department of Defense security clearance.

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/16/2022
