
Auburn University Job Description

Job Title: **Asst Dir, Sponsored Prgms Edu**
Job Code: **HC46**
FLSA status: Exempt

Job Family: No Family
Grade 34: \$45,100 - \$75,100

Job Summary

Designs and implements education and training programs related to sponsored programs management and compliance.

Essential Functions

1. Designs and administers educational programs to explain and implement regulations, policies, and procedures.
2. Develops various methodologies for education programs and materials designed to support faculty and other stakeholders and to implement an administrator's certification program.
3. Oversees the pre-award services function and the coordination of prevention and awareness campaigns.
4. Assists with the production and revisions of a policy and procedures manual.
5. Oversees the funding opportunities function and website support services.

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 Business, Education Administration, Law, Political Science, Engineering and 4 years related experience -or- Degree in any discipline and 6 years experience in sponsored programs administration.
Experience (yrs.)	4	Experience in sponsored programs administration or related.

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 contracts and grants administration.

Certification or Licensure Requirements

None Required.

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 standing, sitting, talking, hearing, and lifting up to 10 pounds.

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

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

Date: 5/26/2011
