
Auburn University Job Description

Job Title: **Bus Mgr AU Huntsville Res Ctr**

Grade FO10 \$54,800 - \$93,200

Job Code: **HC47**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function:

Job Summary

Directs the daily business operations of the Auburn University Huntsville Research Center (AUHRC).

Essential Functions

1. Manages the business and financial administration of the AUHRC and ensures compliance with University, State, and Federal policies.
2. Develops, manages, and oversees the operations and budgets of multiple programs of the AUHRC.
3. Plans, organizes, and oversees a variety of special events; coordinates activities with faculty and staff on the AU campus.
4. Assists with strategic planning, organizational analysis, business development, marketing, and public relations activities.
5. Serves as a liaison between the AUHRC and customers in industry and government, and faculty and staff on the AU campus.
6. Researches and provides information to University researchers relating to funding opportunities and avenues.
7. Establishes and manages the structure, activities, and communications with the AUHRC's Advisory Council.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Degree in Finance, Business Administration, or related field
Experience (yrs.)	3	Experience in budgeting, finance, administrative and governmental compliance

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 accounting, finance, budget, and business principles and operations.

Certification or Licensure Requirements

Must be able to obtain Secret security clearance.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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

Job occasionally requires standing, walking, sitting, climbing or balancing, .

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

Date: 6/28/2011
