
Auburn University Job Description

Job Title: **Dir, Research-AUHRC**

Job Family: No Family

Job Code: **HC50**

Unclassified

FLSA status: Exempt

Job Summary

Directs and leads efforts to identify and develop potential research sponsors for areas of AU research focused on defense, missile, and aerospace research.

Essential Functions

1. Conducts contract research and creates progress and final reports as necessary.
2. Coordinates contract and grant negotiations between the university and funding agencies.
3. Provides technical management of research contracts and oversees the content and timeliness of contract deliverables.
4. Assists in the management and oversight of daily operations, personnel management, and financial planning of AUHRC office.
5. Develops research technical proposals and budgets.
6. Coordinates research opportunities between Auburn University faculty and staff and local government agencies and private industries.
7. Initiates and cultivates relationships with agencies and industries in order to build research and educational programs for Auburn University.
8. Establishes and grows research funding for Auburn University by pursuing local opportunities.
9. Interfaces with AU faculty and staff to build an in-depth knowledge of on-campus research capabilities.

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 | Masters Degree | Degree in Engineering |
| Experience (yrs.) | 10 | Experience in business development and management, project management, or defense/missile/aerospace research. |

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of contracts, grants, budget, accounting, and finance principles. Technical knowledge of defense/missile/aerospace research.

Certification or Licensure Requirements

Must be able to obtain Top Secret (TS) 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 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, and lifting up to 10 pounds.

Job occasionally requires reaching, handling objects with hands, and lifting up to 50 pounds.

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

Date: 4/13/2012
