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## Auburn University Job Description

Job Title: **Asst Dir, Sponsored Programs**

Job Family: No Family

Job Code: **HC60**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Assists in the direction of the day to day management and operations of the Office of Sponsored Programs.

### Essential Functions

1. Communicates with sponsors regarding proposals/contracts including problem resolution and negotiation/acceptance of legally binding contractual terms.
2. Assists in the resolution of concerns associated with proposal development and preparation, use of electronic submission systems and account management as well as advises department or college level personnel regarding procedures and compliance concerns.
3. Assists in the review of all work including review, approval and signature on proposals and contracts ensuring consistency and compliance with institutional, state, federal, and other regulations.
4. Works with senior level administrators/deans/department heads/unit heads to improve processes/procedures, improve responsiveness, resolve issues, and provide quality customer service.
5. Works closely with Contracts and Grants Accounting to resolve discrepancies, payment disputes, compliance issues, and other contractual matters.

### 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>
<b>Education</b>	Masters Degree	Degree in Business Administration, Education Administration, Law, Political Science, Engineering, or related field.
<b>Experience (yrs.)</b>	5	Experience in contract and grant management and federal regulations.

#### **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 sponsored program administration and compliance with laws, regulations, and policies.

#### **Certification or Licensure Requirements**

None Required.

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### 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, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 5/1/2015

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