Auburn University Job Description

Job Title: Assoc Dir, Sponsored Programs  
Job Code: HC60  
FLSA status: Exempt

Job Summary
Reporting to the Director of the Office of Sponsored Programs (OSP), this position is responsible for furthering OSP goals through the management of OSP personnel; supporting collaboration and coordination with internal stakeholders; and engagement with federal and non-federal sponsors.

Essential Functions

1. Oversees OSP Contract Administrators (CAs) including overseeing daily operational tasks, selection and hiring, performance planning, and providing additional support as needed. Facilitates the training of CAs, both in on boarding and in the use of required federal systems. Manages the distribution of work to the CAs, serves as primary point of contact for concerns raised. Reviews and coordinates appropriate professional development opportunities for the CAs.

2. 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.

3. Works with senior level administrators/deans/department heads/unit heads to improve processes/procedures, improve responsiveness, resolve issues, and provide quality customer service.

4. Communicates with sponsors regarding proposals/contracts including problem resolution and negotiation/acceptance of legally binding contractual terms.

5. Manages electronic systems for proposal submission and grant management, which includes resolution of concerns associated with these systems and coordinating with internal stakeholders to ensure appropriate system and access.

6. Works closely with Contracts and Grants Accounting to resolve discrepancies, payment disputes, compliance issues, and other contractual matters.

7. Keeps abreast of current and proposed federal and state regulations in relation to their impact on the management of grants and contracts.

8. May perform other duties as assigned.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Business Administration; Public Administration; Industrial and/or Organizational Psychology; Management; Law, Social Sciences or, directly related and relevant field, is required. Related and relevant STEM Degree is desired.</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in contract and grant management and federal regulations.</td>
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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
Demonstrated knowledge of sponsored program administration and compliance with laws, regulations, and policies.
Demonstrated knowledge of sponsor electronic systems, to include for proposal submissions, awards, and/or grant management.
Demonstrated knowledge of university policies, processes and procedures as they affect sponsored programs.

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 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: 5/11/2022