
Auburn University Job Description

Job Title: **Asst Dir, ARTF**

Job Family: No Family

Job Code: **HC61**

Grade RE09 \$54,400 - \$92,500

FLSA status: Exempt

Job Summary

Assists in the direction of the Auburn Research and Technology Foundation (ARTF) including oversight of the Auburn Business Incubator.

Essential Functions

1. Assists in the recruitment of new business clients to the Auburn Business Incubator.
2. Assists in connecting existing clients to service providers, new clients, and potential employees.
3. Manages the facilities of the Auburn Research Park, acting as the point-of-contact for service providers.
4. Manages and oversees the daily activities of the ARTF office.
5. Represents the ARTF at regional, national, and international conferences.

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	Four-year college degree	Degree in Business Administration, Public Administration, or related field
Experience (yrs.)	3	Experience in incubator management and facility management

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 business practices, marketing and communications, and facilities management

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires sitting, reaching, handling objects with hands, .

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

Date: 6/19/2015
