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## Auburn University Job Description

Job Title: **Coord, Research Prgm Dev**

Job Family: No Family

Job Code: **HC89**

Grade RE07 \$42,700 - \$68,300

FLSA status: Exempt

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### Job Summary

Coordinates and streamlines all aspects of the pre-award grant process including assisting faculty to identify grant opportunities, writing and preparing proposals in response to RFPs, and navigating the sponsor's submission process.

### Essential Functions

1. Coordinates with appropriate stakeholder(s) to identify, capture, and expand extramural funding opportunities and serves as a liaison between faculty, staff, and sponsors to increase external grant applications and contracts, and support groundbreaking research.
2. Provides support to the faculty to meet the College's ongoing goals of increasing scholarly productivity and external funding by advising/assisting with the preparation and sponsor submission of proposals and reviewing documentation for compliance with University policies and grant requirements.
3. Develops and coordinates programs and training activities for faculty and staff to support research, grant preparation, Institutional Review Boards (IRB) protocols, and other areas to increase funded projects.
4. Identifies and coordinates faculty from different departments or colleges for development of interdisciplinary grant proposals.
5. Coordinates with faculty, staff, and the Office of Sponsored Programs (OSP) to streamline grant proposals and approved processes and maintains realistic timelines for proposal submissions.
6. Assists faculty with writing, editing, and proofreading text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with granting agency's RFP requirements.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>	Master's Degree	Master's degree specific to the College in which this position is housed.
<b>Experience (yrs.)</b>	1	Experience working with the contracts and grants submission processes.

#### 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

Knowledge of federal grant submission cycle and processes, knowledge of Auburn and the College's grant submission and approval processes, knowledge of different areas of research within the different departments in the College.

#### 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 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 sitting, talking, hearing, .

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

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

Date: 1/15/2019

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