



JOB INFORMATION

Job Code	HC89
Job Description Title	Coord, Research Prgm Dev
Pay Grade	RE07
Range Minimum	\$45,340
33rd %	\$54,410
Range Midpoint	\$58,940
67th %	\$63,470
Range Maximum	\$72,540
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/15/2019

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Development

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Identifies and coordinates faculty from different departments or colleges for development of interdisciplinary grant proposals.
- 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.
- 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 RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Master's degree specific to the College in which this position is housed.	And	1 year of	Experience working with the contracts and grants submission processes.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.