
Auburn University Job Description

Job Title: **Mgr, Res Prg Dev&Grat-Col/Sch**

Job Family: No Family

Job Code: **HC92**

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

FLSA status: Exempt

Job Summary

Oversees daily operations of promoting, identifying, and managing externally funded grants and contracts for the college/school.

Essential Functions

1. Manages efforts to identify, capture, and expand extramural funding opportunities.
2. Coordinates efforts to engage with external grant agencies and research providers designed to enhance the college/school's knowledge of research opportunities. Researches and identifies grant opportunities that support programs and initiatives.
3. Develops competitive grant proposals to foundations, state, and federal funding agencies.
4. Oversees and assists with writing, editing, and proofreading text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with APA and other style guidelines.
5. Coordinates the development of interdepartmental proposals. Monitors funded grants, including record management of the department.
6. Serves as liaison to the Office of Sponsored Programs.
7. Provides support for the college/school's goals of increasing scholarly productivity and external funding.
8. Ensures proposals and grant reports are submitted on time and maintains realistic timelines for proposal submissions.
9. Develops and coordinates programs and training activities in support of faculty and staff research, grant preparation and implementation of funded projects.

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 field appropriate to the position. A Master's degree is preferred.
Experience (yrs.)	5	Experience in developing research opportunities, grant preparation, grant accounting with progressively increasing levels of responsibility and accountability. Must have at least 1 years experience supervising full-time employees.

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 the nature of research at the university level as well as an understanding of assessment and evaluation, work plan development, and budget development.

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.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

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: 2/5/2020
